**Class Summary**

The responsibilities of this classification include assigning and coordinating the work of the Rail Facilities Mechanic and Rail Facilities Laborer employees, in addition to performing the full range of duties associated with those classifications.

**Distinguishing Characteristics**

This is the second level in a two level classification series. Incumbents provide assistance and lead direction to a group of assigned Rail Facilities Mechanics and/or Rail Facilities Laborers when assigned. The work involves coordinating work assignments, monitoring work flows, and ensuring timely completion of work; maintaining quality standards; ensuring adherence to schedules, standards and operating requirements; and ensuring compliance with operating policies and procedures. The work is performed under the general supervision of a higher-level facilities supervisor.

**Examples of Duties**

1. Assist in workload planning, prioritizing and assigning of work schedules.
2. Coordinate the work of and provide assistance to Rail Facilities Mechanic and Rail Facilities Laborer performing a wide variety of facilities mechanic maintenance duties.
3. Assist in the training of other Facilities Mechanic workers.
4. Assign work; control and monitor workflow; ensure adherence to all maintenance schedules.
5. Respond to questions and advise crewmembers as requested; instruct crewmembers on work assignments.
6. Provide feedback to higher-level staff on employee and teamwork performance as well as any behavioral and attendance issues.
7. Advise crew members when their work is deficient or is in violation of established regulations and procedures.
8. Maintain a variety of records including work performed, time spent, materials used, operating logs and related information; enter and extract data using automated systems; maintain manual records as required.
9. Maintain all public and operating facilities, equipment and associated components under the management of Light Rail, including troubleshoot evaluate equipment repair needs, plan strategies, parts, tools and equipment needs. Ensure all shop equipment is maintained appropriately and in proper operating condition; report equipment defects and follow-up on completion of required repairs. Maintain and repair a variety of plumbing, HVAC, tool, vehicle wash, tunnel and associated systems.
10. Participate in the development and implementation of a comprehensive preventative maintenance program for shop and facilities equipment and associated features of the light rail system; prepare records and document maintenance and diagnostic data.
11. Respond to emergency situations such as emergency alarms and trouble calls related to fire sprinkler systems; identify, repair and/or replace malfunctioning components. Prioritize and determine work priorities for emergency maintenance tasks in the absence of on-site supervision.
12. Operate specialized vehicles and equipment including hy-rail and aerial lift equipment.
13. Perform a variety of preventive maintenance functions and service checks on facilities, buildings and equipment.
14. Install, modify, repair, test and certify plumbing and piping systems; repair and replace broken pipes, fixtures, faucets, sinks, toilets, fountains, valves, etc.
15. Repair and install framing, siding, and roofing; apply sheetrock, insulation, window and doors.
16. Perform snow and ice removal.
17. Assist Facilities Mechanics.
18. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of and journey level skill in facilities mechanic work for large scale shop and facilities maintenance or equivalent skill in a comparable field

Knowledge of and skill in the application of codes and compliance requirements for light rail shop and facilities, service standards, operating policies and regulations

Knowledge of and skill in working with computer software and hardware associated with maintenance work orders and assignments

Knowledge of workload planning and scheduling

Knowledge of standard construction practices and principles of building systems, industrial controls and safety procedures

Knowledge of the skill in the use of automated maintenance management information system including enter and extract information from the system and related software application.

Advanced skill in understanding of advanced mechanical theory and current practices

Skill in heavy equipment operation, basic carpentry, concrete finishing, and using welding equipment

Skill in safely and efficiently utilizing appropriate tools and equipment

Skill in reading and interpreting blueprints and drawings

Skill in dealing proactively and sensitively with customers

Skill in training coworkers on system equipment

Skill in problem solving and analytical ability to solve common problems

Skill in installing and maintaining mechanical equipment

Ability to communicate effectively in person and in writing

Skill in problem solving and analyzing data to solve common and complex problems

Skill in working with a variety of individuals from diverse backgrounds

Ability to work independently and as a team member

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

**Education and Experience Requirements**

Minimum five years journey level experience in a facilities or industrial maintenance environment

OR any combination of education and experience that clearly demonstrates the ability to perform the job duties of the classification

**Licensing, Certification and Other Requirements**

AS-1 Fire Systems Certification

FEX-2 Fire Extinguisher Inspection Certification

Washington Class B CDL w/endorsements

Working in confined spaces or high places from mechanical lift devices, indoors and outdoors and in inclement weather, is required

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** | 7 |
| **Levels within same series** | Rail Facilities MechanicRail Facilities Mechanic - Lead |
| **Class History** | Created 05/2015 |