**Class Summary**

The responsibilities of this classification include assigning and coordinating the work of the Rail Track and ROW Maintainer and Rail 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 the Rail Track and ROW Maintainers and Rail Laborers. 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 track & row maintenance supervisor.

**Examples of Duties**

1. Assist in workload planning, prioritizing and assigning work schedules.
2. Coordinate the work of and provide assistance to Rail Track and ROW Maintainers and Rail Laborers performing a wide variety of track and structures maintenance duties.
3. Assist in the training of other Track and Row Maintenance 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. Conduct component and system fault diagnosis, inspection, testing, modification, maintenance and repair of assigned equipment and systems. Inspect, repair and maintain equipment and components such as ties, track, ballast, crossing panels, track switches, track fixation, crossovers, track frogs, aerial structures, tunnel structures, retaining walls, drainage structures, fencing, and associated equipment and components.
10. Participate in the development and implementation of a comprehensive preventative maintenance program for track, structures and associated features of the light rail system; prepare records and document maintenance and diagnostic data.
11. Set up work zone traffic control areas; flag trackway to provide safe rail work zones.
12. Respond to emergency situations. Prioritize and determine work priorities for emergency maintenance tasks in the absence of on-site supervision.
13. Operate specialized vehicles and equipment including Hy-Rail and aerial lift equipment.
14. Perform snow and ice removal.
15. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of and journey level skill in track and structures maintenance work for electrified light rail systems or equivalent skill in a comparable field

Knowledge of and skill in the application of codes and compliance requirements for light rail track and structures

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

Knowledge of traffic safety techniques and procedures with establishing maintenance and repair work sites

Advanced skill in mechanical applications such as fixed track and structures

Advanced skill in reading and interpreting blueprints, schematics and drawings

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

Ability to communicate (orally and in writing) effectively

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 two years experience as a Rail Track and ROW Maintainer

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**

Washington Class B CDL with endorsements

Hy-Rail, Forklift, Aerial Lift, Confined Space, First-Aid/CPR and other certifications (training will be provided by Rail)

Working in confined spaces or high places from mechanical lift devices, support structures and poles, indoors and outdoors and in inclement weather

Some 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** | 8 |
| **Levels within same series** | Rail Track and ROW MaintainerRail Track and ROW Maintainer - Lead |
| **Class History** | Created 05/2015 |