**Class Summary**

The responsibilities of this classification include identifying, scheduling, coordinating, planning, assigning, overseeing and evaluating the work of other Rail Service Workers, vendors or contractors. Lead responsibilities also involve assigning overtime, approving leave, training personnel and performing administrative duties for cleaning and repairs associated with Streetcars, Light Rail Vehicles (LRVs) and Non-Revenue Vehicles (NRVs).

**Distinguishing Characteristics**

This is the third level in a three-level classification series. Incumbent’s work involves providing technical assistance and lead direction to a group of assigned Electro-Mechanics and Apprentice Mechanics. Incumbents report directly to a Chief of Vehicle Maintenance.

This classification is distinguished from the Rail Service Worker classification in that incumbents within the Rail Service Worker are not performing lead responsibilities.

**Examples of Duties**

*In addition to performing the responsibilities within the Rail Service Worker classification, incumbent also perform the following duties:*

1. Ensure streetcars or rail vehicles are available for scheduled maintenance, cleaning and repairs based on written and online forecasting sources with minimal or no direction from the vehicle maintenance chief.
2. Assign streetcars or rail vehicles for revenue service requirements, maximizing fleet availability and utilizing yard setup efficiently.
3. Conduct inventory of streetcars and rail vehicle storage yards, extract and input data to correct automated train location software, preventative maintenance forecasting tools and meter readings.
4. Ensure proper assignment of streetcars or LRVs with special vehicle equipment such as automated passenger counters, vehicle wraps and test vehicles.
5. Make basic repairs to NRVs such as replacing batteries, wipers, light bulbs, and tires.
6. Monitor service compliance, maintain maintenance calendar, schedule service appointments, make recommendations for maintenance of NRVs.
7. Communicate with contractors, Sound Transit, Streetcar or Rail Chiefs/Superintendents about NRVs.
8. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of rail or streetcar vehicle inventory practices and rail or streetcar vehicle maintenance procedures

Knowledge of basic janitorial techniques

Knowledge of automotive servicing techniques

Skill in verbal and written communication

Skill in learning automotive preventative maintenance

Skill in accurately performing numeric calculations and perform record keeping tasks

Skill in establishing and maintaining schedules and deadlines

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, Asset Works or similar maintenance management information systems

**Education and Experience Requirements**

Must have at least two years working within the Rail Service Worker classification and previous professional cleaning experience and/or automotive maintenance or equipment servicing experience.

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

**Licensing, Certification and Other Requirements**

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** | 4 |
| **Levels within same series** | Rail Utility Service Worker, Rail Service Worker, Rail Service Worker - Lead |
| **Class History** | 08/2017 – Created12/2023 – Updated distinguishing characteristics |