**Class Summary**

The responsibilities of this classification include maintaining inventory, issuing and receiving parts, maintaining stock levels, opening and closing work orders, and conducting warranty administration functions at a LINK or Streetcar facility. Incumbents in this classification track the scheduling of maintenance activities for vehicles, equipment and related items at a LINK or Streetcar maintenance facility.

**Distinguishing Characteristics**

This is a single level classification. The Rail Service Center Worker is a hybrid classification in that in addition to the parts and inventory responsibilities, incumbents in this classification are also responsible for warranty administration and opening, closing, tracking, maintenance scheduling, and monitoring of maintenance work orders. Incumbents apply knowledge of equipment parts and supplies and of inventory and warehousing techniques and principles to perform the duties of this classification.

This classification is distinguished from other inventory and parts classifications in that the Rail Service Center Worker is a hybrid classification with primary responsibilities in inventory maintenance, warranty administration, and scheduling and monitoring maintenance work orders.

**Examples of Duties**

1. Issue materials, supplies and equipment; sort and stock items in designated areas.
2. Verify items received for description, requisition number, order dates and quantity and records receipt; verify receipts against work orders for vehicles or system equipment awaiting parts. Operate material handling equipment, including forklifts.
3. Conduct and record physical inventory of stock items on a regular basis; issue tools and store tools upon return; ship parts and equipment to vendors.
4. Operate vehicle to pick up and deliver materials, supplies and equipment orders.
5. Enter all transactions and related data into a computer information tracking system ensuring all maintenance and warranty information is complete and entered properly.
6. Track preventive and scheduled maintenance activities using the Maintenance Management Information System (MMIS) or other tracking systems.
7. Assist Chiefs in gathering and maintaining information required to establish a schedule of maintenance activities for vehicles, equipment and related items.
8. Monitor planned workload and work backlog for key areas and notify Chief of impacts on material and staffing in the affected areas.
9. Assist Chief(s) in compiling and analyzing maintenance histories of vehicles and equipment; evaluate recurring failures; and assist in determining life cycle trends of parts, materials, supplies and equipment.
10. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of warranty agreement terms and conditions

Knowledge of and skill in the application of stocking and inventory control principles

Knowledge of common parts, materials, equipment and supplies used in the repair of vehicles and equipment

Skill in the application of materials management and inventory control, quality assurance, and warranty control programs

Skill in working with maintenance management information systems (MMIS) used for parts ordering, inventory management and purchasing

Skill in verbal and written communication

Skill in reviewing, interpreting and understanding technical reports and warranty agreements

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**

Previous experience with materials management and inventory control of parts, materials, supplies and equipment

OR any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work

**Licensing, Certification and Other Requirements**

Valid Washington State Drivers license

A CDL and drug test may be required for some positions

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** | None |
| **Class History** | Created 6/2007Updated 1/2008 Changed font and formatUpdated 5/2008 Changed title from Rail Material Service Center WorkerUpdated 6/2016 Changed contentUpdated 11/2021 – Added Content |