**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, training personnel, and performing administrative duties for cleaning and servicing associated with Streetcars and Light Rail Vehicles (LRVs).

**Distinguishing Characteristics**

This is the third level in a three-level classification series. Incumbent’s work involves providing assistance and lead direction to a group of assigned Rail service workers (RSW) and Rail utility service workers (RUSW). Incumbents report directly to the 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, incumbents 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. Provide feedback to the chief on employee and teamwork performance as well as any behavioral or attendance issues when necessary.
6. Inspect work assignments and provide counsel and/or corrections. Ensure equipment is in proper working order.
7. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of rail or streetcar vehicle practices and procedures

Knowledge of basic janitorial techniques

Skill in verbal and written communication

Skill in accurately performing numeric calculations and performing 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 one year 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**

Must pass drug and alcohol testing provisions for safety-sensitive positions as required by the U.S. Department of Transportation, 49 CFR Parts 40 and 655

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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 Utility Service WorkerRail Service WorkerRail Service Worker – Lead |
| **Class History** | 08/2017 – Created12/2023 – Updated distinguishing characteristics02/2024 – Updated content to better reflect lead duties  |