**Class Summary**

The responsibilities of this classification include assigning and coordinating the work of the Rail Signals & Communications Technicians. In addition to performing the full range of duties associated with this classification.

**Distinguishing Characteristics**

This is the second level within the two-level Rail Signals & Communications Technician classification series. Incumbents provide assistance and lead direction to a group of assigned Rail Signals & Communications Technicians. 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 signals & communications maintenance supervisor.

**Examples of Duties**

1. Assist in workload planning, prioritizing and assigning work schedules.
2. Assist in the training of other Signal and Communications Maintainers.
3. Assign work; control and monitor workflow; ensure adherence to all maintenance schedules.
4. Respond to questions and advise crewmembers as requested; instruct crewmembers on work assignments and advice on crewmembers performance
5. Provide feedback to higher-level staff on employee and teamwork performance as well as any behavioral and attendance issues.
6. 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.
7. Inspect, repair and maintain electrical, electronic, mechanical and hydraulic equipment including grade crossing mechanisms, switch machines, multiplexers, microprocessor controlled interlocking, vital relays, CCTV systems, cameras, monitors, fiber optic links, servers, stand alone PCs, power supplies, battery systems, variable message signs, audio systems, telephone systems, display systems and other complex machinery and equipment.
8. 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.
9. Determine work priorities for emergency maintenance tasks in the absence of on-site supervision; respond to emergency calls as necessary.
10. Set up work-zone traffic control areas; flag trackway to provide safe rail work zones.
11. Operate assigned vehicles including Hy-Rail and Aerial Lift equipment.
12. Perform snow and ice removal.
13. Perform other duties as assigned

**Knowledge/Skills**

Knowledge of and skill in performing journey level work in electrical, electronic and microprocessor based control systems as well as analog and digital communications systems

Knowledge of the fundamentals of railway signaling and communications

Knowledge in analyzing and evaluating malfunctions in electrical and electronic transit equipment and determining repair requirements; skill in performing electronic fabrication and assembly tasks, such as soldering and wire harnessing; skill in problem solving, analyzing, diagnosing and evaluating equipment problems

Knowledge of and skill in mechanical applications

Knowledge of and skill in industrial safety techniques, principles and procedures including entering confined spaces, working from elevated platforms and equipment, and working at railway crossings with train and automobile traffic

Skill in the application of customer service techniques and principles when dealing with customers in a tactful and diplomatic manner

Skill in verbaland written communication

Skill in preparing written reports, inspection forms for documenting defects and repairs of work orders in designated computer programs; skill in preparing time and material cost estimates; keep accurate records

Skill in developing and implementing preventive maintenance and safety inspection procedures

Skill in working under established deadlines and timeframes

Ability to work from mechanical lift devices, support structions and poles

Ability to work within confined or high spaces and outdoors in inclement weather

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**

High school diploma or equivalent and previous experience successfully performing railroad signals maintenance, construction, inspections, repair and/or maintenance.

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

**Licensing, Certification and Other Requirements**

Valid Washington State Class B w/endorsements

Forklift and confined space certifications

Hy=Rail and Aerial Lift certification

First-Aid/CPR certification

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| --- | --- |
| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 3 |
| **Levels within same series** | Rail Signal & Communications Technician  Rail Signal & Communications Technician – Lead |
| **Class History** | 6/2007 – Created  1/2008 – Changed font and format updated  10/2016 – Added and revised duties |