**Class Summary**

The responsibilities of this classification include assigning and coordinating the work of journey-level Rail Track and ROW Maintainer, Rail Track and ROW Maintainer-Apprentice, and Rail Laborer employees. Duties include monitoring workflows 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 the Track and ROW maintenance Chief and/or Superintendent.

**Distinguishing Characteristics**

This is the third level in a three-level classification series. This classification is distinguished from the Rail Track and ROW Maintainer classification in that incumbents in the Rail Track and ROW Maintainer classification do not provide lead direction to a group of assigned employees.

This classification is distinguished from other skilled trades maintenance classifications in that Rail Track and ROW Maintainer-Leads are assigned specific duties to maintain the track and structure systems for the light rail or streetcar system.

**Examples of Duties**

*In addition to the duties of the Rail Track and ROW Maintainer classification, the Rail Track and ROW Maintainer-Lead will:*

1. Assist in workload planning, prioritizing, and assigning work schedules.
2. Coordinate the work of and assist Rail Track and ROW Maintainers, Rail Track and ROW Maintainer – Apprentices, and Rail Laborers performing various 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 and behavioral and attendance issues.
7. Advise crew members when their work is deficient or violates established regulations and procedures.
8. Maintain various 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. Perform other duties as assigned.

**Knowledge/Skills**

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

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

Knowledge of traffic safety techniques and procedures

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 work within confined spaces or at heights from mechanical lift devices, support structures, and poles

Ability to work in inclement weather

Ability to communicate (orally and in writing) effectively

Ability to work within an active rail transit system

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**

AREMA or APTA or 213 part-49 FRA qualification within the past six months

And 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 State Driver’s License

Class B CDL endorsement within six months of employment

Washington State Flagger’s Certificate within six months of employment

First Aid Certification within six months of employment

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

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** | 7 |
| **Levels within same series** | Rail Track and ROW Maintainer - Apprentice  Rail Track and ROW Maintainer  Rail Track and ROW Maintainer - Lead |
| **Class History** | 05/2015 – Created  02/2025 – Updated content |