**Class Summary**

The responsibilities of this classification include scheduling preventive maintenance, assigning daily work and providing technical advice, assistance and training to Transit Facilities Electrician employees; and performing a variety of journey-level electrical work in the maintenance and repair of electrical and electronic systems, equipment, and hardware within Rail facilities and stations.

**Distinguishing Characteristics**

This is the second level in a two level classification series. Incumbents provide assistance and lead direction to a group of assigned Transit Facilities Electricians. 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 facilities supervisor. The Transit Facilities Electrician – Lead classification is distinguished from the Transit Facilities Electrician in that the latter classification does not lead work assignments.

**Examples of Duties**

1. Schedule preventive maintenance via the MMIS (Trapeze) system.
2. Assign daily work and provide technical advice to Transit Facilities Electricians; control and monitor workflow; ensure all preventive maintenance and unscheduled requests are performed; ensure electricians report equipment defects and are recorded and reported to appropriate staff; assist with daily Transit Facilities Electrician work functions.
3. Assist in training Transit Facilities Electrician employees.
4. Inform Transit Facilities Electricians of new facilities needs and requirements as directed by higher-level staff or information provided in the Standard Maintenance Procedures.
5. Prepare job cost estimates and parts order lists; assist in budget preparation.
6. Document maintenance, repairs, and problems on work orders; prepare reports and maintain records; review subordinates’ paperwork.
7. Open and close work orders; schedule inspections; inspect completed work assignments to ensure work has been completed in a quality manner and equipment is in proper working order.
8. Troubleshoot and evaluate equipment repair needs; plan strategies, parts, tools and equipment needs; ensure all shop equipment is maintained appropriately and is in proper operating condition; report equipment defects and follow-up on completion of required repairs.
9. Assist other staff with electrical troubleshooting.
10. Perform administrative tasks including evaluating work requests, designing and estimating, organizing and scheduling labor, materials and equipment to complete projects; write work orders using applicable software applications; maintain associated documentation, records and logs.
11. Troubleshoot and assess electrical power, lighting, industrial controls and equipment to determine cause of equipment failure.
12. Evaluate existing equipment, provide recommendations for future electrical needs and anticipate maintenance and repair costs.
13. Maintain current equipment with preventive maintenance measures. Perform visual inspection and conduct cleaning including variable-speed drives, motors, motor control centers and programmable controllers.
14. Maintain, troubleshoot and repair electronic digital communications control systems, building automation systems, electronic door security controls, intercom and paging systems, combined electronic fire alarm and smoke control systems, fans, and their motor control equipment, parking gates and roll-up doors, motion sensors and door monitoring systems and kitchen equipment.
15. Maintain, troubleshoot and repair power distribution systems including but not limited to lighting distribution and low-voltage switching, power distribution panels and circuits, emergency generator and related heating, ventilating and air conditioning (HVAC) equipment and power transfer switches.
16. Perform other duties as assigned.

**Knowledge/Skills**

Journey-level knowledge of and skills in the electrician trade

Knowledge of local and Washington State electrical codes as well as the National Electrical and National Fire Protection Association codes

Knowledge of Occupational Safety and Health Act

Knowledge of electrical theory and basic electronic theory

Knowledge of electrical tools and materials

Knowledge of electrical instruments and test equipment

Knowledge of and compliance with applicable safety standards and requirements

Knowledge of basic mathematics and construction terminology

Knowledge of workload planning and scheduling

Knowledge of applicable service standards, operating policies and regulations

Knowledge of automated maintenance management information systems

Skill in repairing, troubleshooting and maintaining electrical systems and equipment

Skill in reading blueprints and schematics

Skill in installing complete electrical systems

Skill in reading, interpreting, maintaining and repairing a variety of instrumentation

Skill in completing time and materials estimates

Skill in using a variety hand and power tools, and diagnostic equipment

Skill in communications

Skill in using basic computer software

Skill in handling multiple competing priorities

Skill in working with a variety of individuals from diverse backgrounds

Skill in establishing and maintaining effective working relationships

Skill in customer service

Skill in problem solving analyzing data to solve common and complex problems

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

An Associate’s degree and/or Certificate in a Facilities or industrial maintenance related field is preferable. An EL-01 is sufficient to meet the education requirement. Four years journey-level electrician experience in facilities or industrial maintenance environment.

OR 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

City of Seattle FA-1 license-Obtained within 6 months of hire

Washington State Journey Electrician Certificate – EL-01

Working in confined spaces with appropriate safety precautions and equipment is required.

Working at heights using aerial lift equipment and proper safety equipment

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| **FLSA Designation** | Non-Exempt  |
| **Service Status** | Career Service  |
| **EEO Code** | 7 |
| **Levels within same series** | Transit Facilities Electrician |
| **Class History** | 06/2016 - Created |