**Class Summary**

The responsibilities of this classification include assigning and coordinating the work of laborers and performing the full range of responsibilities identified in the Transit Utility Laborer classification.

**Distinguishing Characteristics**

This is the second level of a two-level classification series. Work involves providing assistance and lead direction to a group of assigned Utility Laborers. Work includes coordinating work assignments, monitoring workflows and ensuring timely project completion, maintaining quality standards, ensuring adherence to established preventive maintenance schedules and operating requirements, and ensuring compliance with operating policies, procedures, and standards. Work requires compliance with all applicable federally mandated safety-sensitive requirements. Work also requires providing varied support and performing a variety of duties as assigned during adverse weather events or other emergencies. Work is performed under the general supervision of a higher-level facility maintenance supervisor.

**Examples of Duties**

*In addition to the duties of the Transit Utility Laborer, the Transit Utility Laborer-Lead will:*

1. Coordinate the work of and provide assistance to utility laborers as required.
2. Plan, schedule, and assign work in accordance with work operating requirements and workload demands; control and monitor workflow.
3. Respond to questions and provide advice on project requirements, specifications, and material requirements.
4. Provide feedback to higher-level staff on employee and teamwork performance and any behavioral and attendance issues.
5. Monitor work assignments to ensure work has been completed in a quality manner and within established timeframes; ensure equipment is maintained and in proper working order.
6. Train new and current personnel in required facility maintenance operations and safety procedures.
7. Advise laborers when their work is deficient or in violation of established regulations and procedures; recommend corrective actions to higher-level staff when required.
8. Maintain varied 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**

Knowledge of workload planning and scheduling

Knowledge of applicable service standards, operating policies, and regulations

Communication skills

Customer service skills

Interpersonal skills

Skill in planning, assigning, balancing, and checking work

Skill in handling multiple competing priorities

Skill in training

Skill in problem-solving

Ability to work during adverse weather events and other emergencies

Ability to work outdoors the majority of the time in all types of weather conditions

Ability to work different shifts on weekdays, nights, weekends and holidays

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**

And/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**

Washington State Driver License

Must pass drug and alcohol test

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** | Transit Utility Laborer, Transit Utility Laborer-Lead |
| **Class History** | 10/2010 – Updated content, format, and title  08/2024 – Updated content and format |