



## **Class Summary**

The responsibilities of this classification include identifying, scheduling, coordinating, planning, assigning, overseeing, and evaluating the work of other Rail Electro-Mechanics, vendors, and contractors. Incumbents perform journey-level electrical, electronic, and mechanical work and testing on light rail vehicles, streetcars, and associated equipment.

## **Distinguishing Characteristics**

This is the third level in a three-level Rail Electro-Mechanic classification series. It is distinguished from a Rail Electro-Mechanic in that the incumbents perform lead duties over assigned incumbents within the Rail Electro-Mechanic and Rail Electro-Mechanic Trainees classifications.

## **Examples of Duties**

*In addition to the duties listed below, incumbents in this classification may be required to perform all or some of the duties contained in the Rail Electro-Mechanic classification:*

1. Coordinate and provide technical assistance to Electro-Mechanics in the inspection, diagnosis, and repair of LRVs, Streetcars, and other related equipment; ensure assigned Electro-Mechanics correctly identify and repair equipment defects; and ensure all defects are documented and repaired in a timely fashion.
2. Conduct crew and safety meetings, taking minutes and tracking and acting as the conduit of communication between front-line employees and management; immediately report any safety violations or alarm activities; ensure shop safety and safe work practices among assigned staff; and ensure safe handling, use and disposal of environmentally controlled materials and substances.
3. Determine work priorities, ensure sufficient staff, and assign tasks to the appropriate Rail Electro-Mechanic best suited for specific tasks, Streetcar, or LRV. Assign work in accordance with work orders, preventive maintenance schedules, and operating requirements; control and monitor workflow; assist with identifying staffing needs and assignment of overtime.
4. Train new and current personnel in required aspects of maintenance, repair, and base safety procedures.
5. Advise mechanics when their work is deficient or in violation of established regulations and procedures; recommend corrective actions to the Rail Vehicle Maintenance Transit Chief.
6. Inspect work assignments and provide counsel and/or corrections. Ensure equipment is in proper working order.
7. Monitor Streetcar or LRV pull-out and pull-in and respond to LCC and mainline Streetcar or LRV failures.
8. Report yard, signals, switches, and facility equipment problems.
9. Lead, mentor, and train assigned employees.
10. Perform other duties as assigned.

## **Knowledge/Skills**

Knowledge of regulatory and statutory requirements that apply to light rail vehicle or streetcar operations

Knowledge of rail and/or streetcar operations and the principals, practices, and methodologies of delivering rail services

Knowledge of current principles and practices of electrical, electronic, and mechanical work on light rail vehicles and associated equipment; skill in AC/DC systems, operating principles of analog and digital electronics, electronic control circuitry and related mechanical systems, heating, lighting, air conditioning, motors, brakes, and related systems

Skill in leading, training, and developing others

Skill in preparing written reports, documenting defects and repairs on inspection forms, work orders, and designated computer programs

Skill in applying industrial safety procedures and standards, including cleaning and maintaining shop area

Skill in oral and written communications

Skill in planning, assigning, balancing, and checking work

Skill in handling multiple competing priorities

Skill in problem-solving, analyzing, and diagnosing equipment problems

Skill in learning new operating system languages and staying current on all new technologies introduced into transit industries as they relate to rail vehicle maintenance

Skill in determining necessary training needed for staff

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**

Minimum one year experience as a Rail Electro-Mechanic

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**

Light rail vehicle “Yard Operator” certification

Must pass a post-offer, pre-employment physical examination

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

<b>FLSA Designation</b>	Non-Exempt
<b>Service Status</b>	Career Service
<b>EEO Code</b>	7
<b>Levels within same series</b>	Rail Electro-Mechanic – Trainee Rail Electro-Mechanic Rail Electro-Mechanic - Lead
<b>Class History</b>	08/2017 – Created 01/2024 – Updated content to better reflect lead duties