



POSITION DESCRIPTION FORM

POSITION INFORMATION			
Position Title	LEAD MAINTENANCE WORKER		
Location/Base	Port Angeles, Washington		
Reports To Position	Maintenance Manager		
Action		Establishment	Effective Date
	XX	Update/Revision	August 1, 2022
EMPLOYMENT and PAY STATUS			
FLSA Exemption Status		Covered By Labor Agreement	
	NOT eligible for overtime compensation.	XX	Yes – position is represented.
XX	ELIGIBLE for overtime compensation.		No – position is non-represented and is at-will.
Non-Represented Only – Pay Range: NA			
POSITION SUMMARY			
Under the direction and supervision of the Maintenance Manager, the Lead Maintenance Worker works independently, providing leadership and guidance to assigned staff. Plans, schedules, and participates in work assignments to ensure the safe and efficient utilization of personnel and equipment. Inspects and evaluates completed work. Helps monitor and assure standards are maintained in a safe working environment. Helps assure accurate maintenance and warehouse records. In addition, the position performs all aspects of the Maintenance Worker position with an emphasis on safety, efficiency, and responsiveness to operational needs.			
ESSENTIAL FUNCTIONS			
The following list of characteristic duties is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; only a representative summary of the primary duties and responsibilities.			
In addition to all essential functions of the Maintenance Worker position description, this Lead position: - Assures appropriate scheduling of daily work assignments for Maintenance Workers according to established priorities and the availability of personnel, material, and equipment. - Inspects and evaluates completed work and work in progress to assure accuracy, efficiency and effectiveness of assigned staff and makes recommendations to the Maintenance Manager. - Works with personnel to ensure fulfillment of daily assignments. - Performs and coordinates vehicle inspections and collects bad order books from operators; discusses vehicle mechanical problems with operators.			

- Evaluates and recommends tools and equipment.
- Maintains accurate maintenance and inventory records. Audits records daily for accuracy and completion.
- Monitors and requisitions parts, supplies and equipment related to facility maintenance.
- Assists in annual physical inventories, including assisting the Maintenance Office Manager to prepare for taking inventory.
- Adheres to all CTS procurement and purchasing rules and regulations.
- Motivates the maintenance team to achieve departmental goals.
- Monitors and assists maintenance staff in maintaining compliance with CTS policy and procedures.
- Reviews and analyzes reports directly related to fleet and building maintenance. Takes corrective action or makes recommendations.
- Assists in the cleaning, organization, and preventive maintenance of the maintenance facility.
- Performs mechanical repairs on vehicles as assigned.
- Coordinates and participates in the training of employees.
- Uses leadership, empathy and communication skills to mentor and support staff.
- Ensures compliance with established safe work practices and the appropriate storage, handling and disposal of hazardous materials used in vehicle and facilities maintenance.
- Develops and maintains harmonious and cooperative working relationships with CTS personnel and the public.
- Attends training as needed to maintain knowledge of current mechanical and shop procedures. Assists Maintenance Manager to identify training needs and analyze training resources
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

Education and Experience

- High school diploma or equivalent, required.
- Three years of experience as a CTS Maintenance Worker **–OR–** in a position of comparable duties and responsibilities.
- Three (3) years of supervisory or lead experience sufficient to demonstrate complete competency and knowledge general supervisory and lead practices. Or experience sufficient to demonstrate complete competency and knowledge of supervisory and lead practices.

Licensures/Certifications

- Valid Washington (WA) State Drivers' License; or ability to obtain a valid WA drivers' license, required.
- Must be able to obtain a valid Washington State Commercial Drivers' License with passenger endorsement and air brake restriction removed, within probationary period, required.

KNOWLEDGE OF/COMPETENCIES

- Have all the knowledge/competencies outlined in the Maintenance Worker position.
- Quickly understand and apply the activities, policies, and procedures of CTS.
- Work regularly, independently and under general supervision.
- Work effectively with other employees, assigns tasks evenly and fairly to provide a safe, efficient and harmonious workplace.
- Motivate and provide leadership to maintenance department personnel.
- Mentor staff as appropriate using leadership, empathy and communication skills.
- Follow safe work practices and identifies occupational hazards, including familiarity with safety procedures concerning diesel, gasoline, and propane fuels.

- Work with developmentally disabled adults.
- Good oral and written communications skills.
- Digitally literate; possess basic computer skills.
- Self-motivated and ability to effectively multi-task.
- Conduct duties professionally and with the highest ethical standards and exercise discretion of sensitive information.

PHYSICAL DEMANDS

- Must be able to pass comprehensive physical examination.
- 30% walking.
- 50% standing while performing tasks.
- 20% sitting at a desk or table.
- Occasional lifting of up to 90 pounds (wheels/tires, building material, etc.).
- Frequent climbing, kneeling, crouching, reaching out, and twisting.
- Ability to converse and listen at ordinary sound levels.
- Able to perform work from ladder or person-lift.
- Work involves fine hand manipulation, grasping, pushing, and pulling.

WORKING CONDITIONS

- Must satisfactorily pass a background check, including criminal history, as determined by CTS.
- CTS is a drug and alcohol-free workplace. Safety-sensitive position subject to drug and alcohol testing under the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA) CFR Part 655, and CTS's Drug and Alcohol-free Workplace Policy.
- Within probationary period, obtain and subsequently maintain a valid Washington State Commercial Drivers' License with passenger endorsement and air brake restriction removed.
- Satisfactorily complete a probationary period.
- Position is scheduled for 40 hours per workweek. Hours of work may be adjusted to accommodate workload requirements. Overtime may be required.
- Split shifts, weekends, holidays, regular days off, and/or nights may be required.
- Hours of work may vary as work assignments are determined by a seniority bid system.
- Maintain safety standards and use personal protective equipment as required for tasks.
- Maintain and wear coveralls and necessary wet weather gear while on duty.
- Work both indoors and outdoors in occasional extreme hot and/or cold temperatures.
- Day travel may be required to various areas within region.
- Work environment may be noisy and require hearing protection.
- Foot travel may cross uneven ground, slippery, or hazardous surfaces.
- Attend training and orientation courses as scheduled.
- Maintain good grooming and hygiene standards.
- While driving, may be exposed to hazards related to adverse weather conditions or vehicular traffic.

APPROVAL

Human Resources Manager

Andy Rowison



Date

7.20.2022

Maintenance Manager Mike Oliver		Date 7/21/2022
General Manager Kevin E. Gallacci		Date 7/21/2022