



## Maintenance Technician

### Basic Function

Under moderate supervision, performs complex and specialized troubleshooting and preventive and corrective maintenance of rail transit Street Cars, Overhead Contact System, Traction Power Substations and Track Maintenance.

**Supervised by:** Manager of Maintenance

### Scheduling

- Works 40 hours per week on various shifts with two consecutive days off.
- Operator work assignment will require flexible hours including: early morning, late night, holidays & weekends.


### Work Environment

In order to achieve its mission, RDMT team members are expected to recognize, respect and commit to actively contributing to the following goals and values:

- **Safety** — To ensure that our employees', riders' and the general public's safety is always our first consideration.
- **Service Excellence** — To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** — To create a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** — To manage every taxpayer and customer dollar responsibly and respectfully.
- **Innovation and Technology** — To continuously identify improvements to create the absolute best practices in all aspects of our operation.
- **Sustainability** — To reduce consumption while reusing and recycling all internal resources to the greatest extent possible.
- **Integrity** — To appreciate and rely on the professional ethics and honesty of every team member.
- **Teamwork** — To actively blend our individual talents to achieve world-class performance and service.

### Examples of Duties

- Performs journey-level diagnosis of rail equipment malfunctions, determines the probable cause, and makes the necessary repairs to the rail systems and subsystems, auxiliary power, communications equipment and all other related electromechanical components.
- Moves cars with emergency equipment in shops, yards and on the main lines

- 
- Conducts operational inspections and repairs, removes and replaces dysfunctional components safely
  - Performs acceptance testing and pre-service preparations on newly acquired and overhauled equipment
  - Responds to system emergencies and equipment failure, and renders remedial action as required
  - Overhauls and maintains traction power substations
  - Utilizes test equipment, schematics and drawings to support equipment maintenance inspections and repairs

### **Essential Knowledge and Abilities**

#### **Knowledge of:**

- Methods, materials, equipment and safety procedures utilized in the maintenance and repair of AC/DC equipment, motor controls, relay logic, semiconductor devices, transducers, digital electronics, microprocessors and subsystems
- Operates equipment and vehicles safely
- Shop math

#### **Ability to:**

- Perform troubleshooting, maintenance and repair of rail equipment to include Vehicle, OCS, Track and Facility
- Read electrical schematics
- Safely operate a variety of hand tools and power equipment
- Safely operate rail vehicles, emergency trucks and other equipment and vehicles
- Follow oral and written instructions
- Lift and move objects weighing up to 60 pounds
- Use volt/ohm meter and oscilloscope

### **Minimum Qualifications**

Potential candidates interested in the MAINTENANCE TECHNICIAN position MUST meet the following requirements:

- Minimum 2 years' journey-level electromechanical experience
- Prefer Certificate of completion in Electronics from an accredited trade or vocation school in addition to 2 years' journey-level electromechanical experience – OR – 4 years' journey-level experience as an electromechanical/electronic technician performing repair, maintenance, and troubleshooting of rail rapid transit vehicles utilizing digital electronics and microprocessors
- Valid Class C driver's license



### **Special Conditions**

- Must be able to work from elevated structures
- Must successfully complete Rail Equipment Systems initial training class
- Positions in this classification are considered safety sensitive under Federal Transit Administration (FTA) drug and alcohol regulations and are subject to pre-employment and random testing.

### **Disclaimer**

This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.



## Material Handler

### Basic Function

Engaged in warehouse operations.

**Supervised by:** Director of Maintenance

### Scheduling

- Works 40 hours per week on various shifts with two consecutive days off.
- Operator work assignment will require flexible hours including: early morning, late night, holidays & weekends.

### Work Environment

In order to achieve its mission, RDMT team members are expected to recognize, respect and commit to actively contributing to the following goals and values:

- **Safety** — To ensure that our employees', riders' and the general public's safety is always our first consideration.
- **Service Excellence** — To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** — To create a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** — To manage every taxpayer and customer dollar responsibly and respectfully.
- **Innovation and Technology** — To continuously identify improvements to create the absolute best practices in all aspects of our operation.
- **Sustainability** — To reduce consumption while reusing and recycling all internal resources to the greatest extent possible.
- **Integrity** — To appreciate and rely on the professional ethics and honesty of every team member.
- **Teamwork** — To actively blend our individual talents to achieve world-class performance and service.

### Examples of Duties

- Oversees daily activities of warehousing, and/or inventory control operations
- Develops schedules and staffing requirements
- Resolves problems related to storekeeping, and inventory control operations
- Uses computerized recordkeeping systems for material inventories
- Organizes the distribution and inspection of materials and supplies

- Reviews supply/ equipment requests and no-stock report
- Directs filling and delivering of: work/material/parts/components orders/requests
- Manages storerooms and monitors stock orders
- Processes required forms and reports
- Develops handling procedures related to handling & distribution of stock items
- Ensures proper and safe storage of fuels , lubricants and all hazardous materials
- Reviews and Posts all MSDS Data Sheets
- Conducts audits of inventories
- Ensures the security is maintained at each storage site
- Determine inventory order points and reorder quantities
- Maintains, supports and promotes a safe work environment while complying with all safety rules, policies and procedures
- All other tasks as assigned

### **Essential Knowledge and Abilities**

#### **Knowledge of:**

- Theories, principles and practices of warehousing, distribution inventory of material, handling and storage of hazardous or construction material and applicable environmental regulations.
- Applicable local, state and federal laws, rules and regulations governing environmental concerns hazardous waste handling and storage in a public agency.
- Preventive maintenance of stored electrical, mechanical equipment and track material
- Automated and manual material handling systems
- Principles of supervision

#### **Ability to:**

- Plan, organize and monitor the work of a material department or construction material storage
- Communicated effectively orally and in writing
- Interact professionally with various levels of employees and outside representatives
- Determine strategies to achieve goals
- Prepare detailed reports and correspondence
- Understand, interpret and apply laws, rules, regulations, policies, procedures, contracts and budgets
- Operate computers and general office equipment
- Analyze situations, identify problems and recommend solutions
- Exercise judgment in making decisions



### **Minimum Qualifications**

Potential candidates interested in the MATERIAL HANDLER position MUST meet the following requirements:

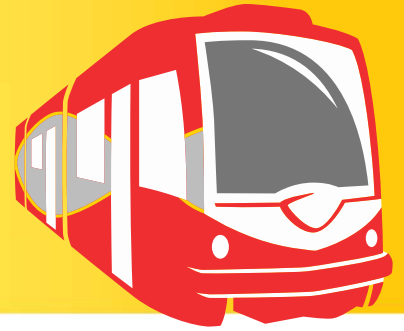
- 3 years of experience performing work in warehouse storekeeping or inventory control of bus, automotive or truck parts and components
- Experience in an automated warehouse or inventory control environment desirable
- Valid Class C driver license

### **Special Conditions**

- Frequent exposure to chemical, physical, mechanical, electrical and weather hazards
- Shift work
- Must comply with all Occupational Safety and Health Administration (OSHA) regulations and utilize approved safety equipment and personal protective gear including, but not limited to, respirators, eye and hearing protective devices (HPD), if and when required

### **Disclaimer**

This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.



## Service Attendant

### Basic Function

Performs servicing and cleaning of revenue and non-revenue equipment, including facilities, rail cars, and maintenance equipment.

**Supervised by:** Director of Maintenance

### Scheduling

- Works 40 hours per week on various shifts with two consecutive days off.
- Operator work assignment will require flexible hours including: early morning, late night, holidays & weekends.


### Work Environment

In order to achieve its mission, RDMT team members are expected to recognize, respect and commit to actively contributing to the following goals and values:

- **Safety** — To ensure that our employees', riders' and the general public's safety is always our first consideration.
- **Service Excellence** — To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** — To create a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** — To manage every taxpayer and customer dollar responsibly and respectfully.
- **Innovation and Technology** — To continuously identify improvements to create the absolute best practices in all aspects of our operation.
- **Sustainability** — To reduce consumption while reusing and recycling all internal resources to the greatest extent possible.
- **Integrity** — To appreciate and rely on the professional ethics and honesty of every team member.
- **Teamwork** — To actively blend our individual talents to achieve world-class performance and service.

### Examples of Duties

- Cleans interiors and exteriors of rail cars; to including sweeping, mopping, scrubbing, polishing, cleaning windows and seat cushions, collecting trash, and removing graffiti.
- Operates cleaning machines, including wet/dry vacuuming equipment, floor scrubbers and high pressure steam/hot water washers

- 
- Cleans component parts and undercarriage of vehicles with high-pressure steam/hot water and/or compressed air
  - Operates forklifts, powered carts and similar equipment to load, unload and move supplies and equipment
  - Sweeps, mops and cleans maintenance shops, restrooms, locker rooms, offices, work pits, and yard areas
  - Flags and spots rail vehicles in and out the shop and yard under power as required
  - Applies and removes (lockout/tag out) high voltage power of rail vehicles for cleaning and servicing
  - Steam cleans component parts and undercarriage of rail vehicles including brakes and propulsion parts in preparation for inspections
  - Cleans rail vehicles on the main line
  - Blue flags rail vehicles in the yard and shops; and in emergency situations, on the mainline
  - Maintains and promotes a safe work environment while complying with all safety rules, policies and procedures

### **Essential Knowledge and Abilities**

#### **Knowledge of:**

- Vehicle cleaning and servicing
- Vehicle operations and safety
- Custodial work

#### **Ability to:**

- Read, write, speak and understand English
- Follow oral and written instructions
- Communicate effectively with others
- Clean, fuel and service various equipment
- Safely operate cleaning equipment and a variety of hand and power tools
- Tolerate various working conditions, including extended exposure to all types of weather, noise, unpleasant odors, heavy-duty cleaning chemicals, and fumes
- Safely operate vehicles
- Lift and move objects weighing up to 60 pounds





### **Minimum Qualifications**

Potential candidates interested in the SERVICE ATTENDANT position MUST meet the following requirements:

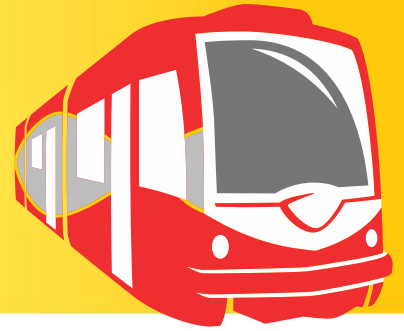
- High school diploma or GED equivalent
- Valid Class C driver's license
- Two years' experience performing vehicle servicing and cleaning is preferred

### **Special Conditions**

- Must comply with all Occupational Safety and Health Administration (OSHA) regulations and utilize approved safety equipment and personal protective gear including, but not limited to, respirators, eye and hearing protective devices (HPD), if and when required
- Positions in this classification are considered safety sensitive under Federal Transit Administration (FTA) drug and alcohol regulations and are subject to pre-employment and random testing.

### **Disclaimer**

This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.



## Streetcar Operator

### Basic Function

- Operate the streetcar in a safe and efficient manner within established rules and regulations
- Provide professional and courteous customer service.

**Supervised by:** Operations Supervisor, General Manager

### Scheduling

- Works 40 hours per week on various shifts with two consecutive days off.
- Operator work assignment will require flexible hours including: early morning, late night, holidays & weekends.


### Work Environment

In order to achieve its mission, RDMT team members are expected to recognize, respect and commit to actively contributing to the following goals and values:

- **Safety** — To ensure that our employees', riders' and the general public's safety is always our first consideration.
- **Service Excellence** — To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** — To create a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** — To manage every taxpayer and customer dollar responsibly and respectfully.
- **Innovation and Technology** — To continuously identify improvements to create the absolute best practices in all aspects of our operation.
- **Sustainability** — To reduce consumption while reusing and recycling all internal resources to the greatest extent possible.
- **Integrity** — To appreciate and rely on the professional ethics and honesty of every team member.
- **Teamwork** — To actively blend our individual talents to achieve world-class performance and service.

### Examples of Duties

- Operates light and heavy rail train equipment to transport passengers
- Informs controller personnel of operating status of equipment
- Performs pre-pull-out inspection of train and track for safety reasons and reports any operational problems

- 
- Receives and transmits two-way radio messages to report pull-out and track changes and request clearance for movement
  - Refers to route maps, time schedules and instructions for alternate routes
  - Informs passengers of emergencies or rule violations by loud speaker or personally if on loading platform
  - Writes reports and completes forms as needed
  - Maintains, supports and promotes a safe work environment while complying with all of RDMT's safety rules, policies and procedures

### **Essential Knowledge and Abilities**

#### **Knowledge of:**

- State and local traffic laws, ordinances and regulations involved in the operation of streetcars
- RDMT Rail operations safety rules and regulations

#### **Ability to:**

- Lift up to 35 pounds
- Operate RDMT streetcar vehicles and equipment safely and efficiently
- Operate technical equipment
- Memorize signs, signals and terminology used for rail transit
- Work independently in a highly time-structured environment
- Exercise sound judgment in stressful situations
- Understand and follow detailed oral and written instructions
- Communicate courteously and effectively with people
- Recognize and respond appropriately to potential hazards on train, tracks or stations
- Recognize and correct/ report problems with equipment
- Speak, read and write basic English

### **Minimum Qualifications**

Potential candidates interested in the OPERATOR position MUST meet the following requirements:

- 25 years of age
- 1 year Rail Transit Operator or Bus Operator experience
- Valid Class C driver's license
- Able to obtain a CDL license



### **Special Conditions**

- Must have a good driving record for the past 5 years
- Must have normal color vision
- Have no fear of heights
- Move debris or articles from track when necessary
- Must walk long distances for assistance when necessary
- Evacuate passengers and escort them to safety

### **Disclaimer**

This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.