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# **Lake State Railway**

## Memo

**To:** All Employees  
**From:** Michael Davis  
**Date:** September 13, 2023  
**Subject:** **Trainmaster Internal/External Job Posting**

We are looking to add a Trainmaster to our transportation team. This job posting is both internal and external. The position will be a salaried management position including a company vehicle. Salary will be discussed during the job offer process.

For internal applicants, please read the attached job description and if you meet the qualifications and are interested, e-mail Michael Davis at [davism@lsrc.com](mailto:davism@lsrc.com)

**This job will be posted until Friday 09/29/23 and will close at 1700.**

Job Title: Trainmaster/Assistant Trainmaster

Department: Transportation

Reports to: VP Transportation

**Primary Duties and Responsibilities:**

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- Supervise the activities of train crews.
- Develop daily operating plans to ensure efficiency and fluidity on the railroad network.
- Develop daily locomotive plan and drive fuel conservation.
- Lead safety and culture by performing observation tests/check rides.
- Provide effective performance feedback through employee recognition, rewards, and disciplinary action with the assistance of Human Resources, when necessary, in accordance with the Company policies.
- Investigate accidents/incidents, determine cause and accurately complete required reports in a timely manner.
- Transport crews to various locations when necessary.
- Other responsibilities as assigned.

**Knowledge and Skills:**

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- Basic knowledge of the railroad industry.
- In-depth understanding of GCOR, US Hazmat Regulations, and FRA Hours of Service law.
- Ability to work with computer systems including Microsoft Office Suite.
- Strong Interpersonal skills with the ability to maintain professionalism and approach others in a tactful manner, motivate others and improve processes.

**Physical Demands:**

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Reasonable accommodation may be made to enable individuals with disabilities to perform the physical demands listed below.

- Ability to frequently stand, walk, push, pull, sit, reach, climb, balance, kneel, crouch, or crawl. Ability to talk and hear accurately in person, via the telephone, or via two-way radio.
- Must be able to push, pull, lift, and carry up to 25 pounds frequently; up to 50 pounds occasionally; and up to 80 pounds infrequently.
- Ability to step on and off equipment safely and work and balance from ladders to perform tasks.
- Ability to walk the length of trains on uneven ground and safely ride the side of railcars.
- Must possess at least 20/40 in each eye with or without corrective lenses.
- Must be able to recognize and distinguish colors displayed by signals, signs, etc.
- Must possess an average hearing threshold (in the better ear) of 40db at 500HZ, 1000HZ, and 2000HZ, aided or unaided.

**Job Requirements:**

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- Complete annual training and pass safety rules examinations.
- Employee will be regularly exposed to moving mechanical parts and equipment, loud noise, dust, irritants, fumes, fuel odor, uneven ground, and other outdoor weather conditions. Employee will be required to wear personal protective equipment such as safety glasses, reflective vests, safety boots, hearing protection and gloves where the Company requires.
- This position is subject to FRA random drug and alcohol screening and all other drug and alcohol screening according to LSRC drug free workplace policy.

**Minimum Qualifications:**

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- High School Diploma/GED required.
- Valid Driver's License with satisfactory driving record.
- One or more years of experience in Transportation, Logistics or Military.
- Certified Freight Conductor.

**Preferred Qualifications:**

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- Associate degree or higher.
- Three or more years' experience in Transportation, Logistics or Military.
- Two or years of experience in a supervisory role.
- Certified Locomotive Engineer.

**Acknowledgement:**

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I understand and agree that it is my responsibility to read this description in its entirety. I also understand and agree that this job description is not designed to cover or contain a comprehensive listing of all duties, responsibilities, competencies, physical demands, or working conditions that are required of the employee for this job. Duties, responsibilities, competencies, physical demands, or working conditions may change at the discretion of Lake State Railway Company at any time with or without notice. I also understand and agree that Lake State Railway Company retains the right to eliminate the position or reassign me to another position and that my employment is at will and that Lake State Railway Company may terminate the employment relationship at any time, with or without cause or notice.

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Employee Printed Name

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Employee Signature

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Date