

Job Title: Trainmaster**Department:** Transportation**Reports to:** Director of Transportation**Essential Duties and Responsibilities:**

- Supervise and coordinates the activities of train crews. Provide oversight and direction to the crews in accordance with the all federal laws and Company's policies and procedures.
- Promote the Company safety initiative. Instill a culture of safety.
- Ensure the daily operating plan is properly executed as required by the train crews.
- Prevent personal injuries and accidents by actively and aggressively promoting employee habits, attributes, and behavior with a goal of avoiding accidents/injuries.
- 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.
- Ensure compliance with all U.S. Department of Transportation, Federal Railroad Administration, and Company safety and operating rules through personal observation of train crews and other departments.
- Initiate and provide an accurate, complete, and timely investigation of all accidents and incidents, including causes, remedial action, and recommended solutions.
- Monitor locomotive usage for fuel efficiency.
- Monitor and analyze train movements to ensure efficiency. Significantly reduce car hire costs.
- Works closely with other managers in the transportation department to supervise and coordinate the activities of train crews.
- Work closely with the Director of Transportation to ensure safe and efficient operations. Provide assistance with rules and efficiency testing.
- Conduct efficiency tests, check rides, stop tests, and other types of performance evaluations according to company practices to determine the effectiveness of training and to monitor rules compliance.
- Download event recorders and review train handling practices with crews.
- Maintain accurate reports and records as required by the Company, FRA, and other governing agencies.
- Manage and train others on mCrew application and e-logs. Examine and resolve any issues as needed.
- Since trains run day and night, this position will require work on days, evenings, nights, weekends and holidays and willingness to travel is a must. This position is required to be a first-responder to any accident or incident.
- Attend management meetings on a weekly basis, as scheduled.
- Variance in work days and shift flexibility required. Weekend and holiday hours may be included.
- Other duties as assigned by the Company.

Competencies:

To perform this job successfully, an individual should demonstrate the following competencies:

- Complete ability to interpret and understand FRA, GCOR, On-Track Worker Safety Rules, and Company rules and procedures.
- Proficient with computer systems including Microsoft Office Suite and various locomotive download programs.
- Interpersonal skills; ability to resolve conflict; ability to balance team and individual responsibilities.
- Demonstrate supervisory skills including decision making, delegating work assignments, providing recognition, motivating others, and improving processes. Ability to adapt and teach to different learning styles.
- Strong oral and written communication (through various means); ability to speak and write clearly and informatively.
- Ability to maintain professionalism and approach others in a tactful manner.
- Ability to make independent judgments using sound reasoning skills and knowledge base.
- Ability to react well under pressure in high-stressed situations; accept responsibility for own actions.
- Dependability and follow through on commitments. Maintain high initiative and ability to self-direct many tasks.
- Observe all safety and security procedures; report potentially unsafe conditions; use equipment and materials properly.
- Strong attention to detail and a high level of analytical skills. Ability to establish priorities and meet multiple deadlines.
- Ability to keep a clean and safe work environment.
- Ability to build harmonious relationships with your colleagues (subordinates and supervisors).

Physical Demands:

Reasonable accommodations 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. Must be able to exert a negligible amount of force constantly.
- 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.

Work Environment:

- 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.

Education and Training:

- High School Diploma/GED required. This position is subject to drug and alcohol screening.
- At least 3 years of work experience in the railroad industry is required. 1 year supervisory experience is preferred.
- Certified Locomotive Engineer for preferably 3 years. Must possess a valid driver's license. Ability to drive Company vehicle per insurance and Company requirements.
- Ability to become a certified DSLE. Must be able to fulfill requirements for obtaining and maintaining engineer certification

Acknowledgement:

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.

Employee Printed Name

Employee Signature

Date