

**Job Title:** Track Foreman**Department:** Maintenance of Way**Reports to:** Roadmaster-Track Inspector**Summary:**

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This position will be in charge of track crews and the overseeing of track maintenance. This position will require an individual to oversee and to maintain any repair of the right-of-way along with constructing and dismantling tracks. This position will be responsible for the training of track crew, job assignments of the track crew, and directing the day to day operations of the track crew.

**Essential Duties and Responsibilities:**

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- Maintain a safe environment and ensure compliance with all railroad rules, procedures, and regulations for safety, operations and the Federal Railroad Administration (FRA).
- Correct deviations in track surface, alignment, and gauge; accurately cut rail; replace or repair switches; remove and replace tracks and their components.
- Unloads or assists in unloading of ballast, as well as unloading and distribution of track material.
- Be vigilant of track and structure issues, observing conditions which may impact the safety or condition of railroad property.
- Perform continual on-track inspections of all trackage and right-of-way facilities at required intervals to ensure safe train operation and compliance with company standards and FRA track safety standards.
- Operates tools in the performance of duties such as rail saw, track wrench, spike maul, come-a-long, claw bar, and others as needed.
- Sprays switches, angle bars, curves and joints; lubricates track when/where necessary.
- Accurately complete and submit all required forms in a timely manner.
- Safely operate track machinery and equipment as required.
- Work in a safe and effective manner in a team environment with other co-workers and contractors.
- Properly inspect, utilize, store, and maintain all tools, materials, and equipment.
- Communicate effectively in writing or verbally via telephone and two-way radios.
- Receive instruction in written form from bulletins, orders, or other related materials.
- Remove brush, snow, vegetation, and other obstructions from the right-of-way.
- Complete required tasks in a timely manner as tasks can be time-sensitive.
- Other duties as assigned.

Since trains run day and night, this position will require work on days, evenings, nights, weekends and holidays. Overtime hours will be required.

**Competencies:**

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

- Ability to interpret and understand GCOR, FRA, On-Track Worker Safety Rules, and other applicable rules and regulations.
- Strong oral and written communication; ability to speak and write clearly and informatively.
- Ability to balance team and individual responsibilities.
- Ability to maintain professionalism and approach others in a tactful manner.
- Ability to react well under pressure in high-stressed situations; displays integrity by holding oneself personally accountable.
- Dependability and follow through on commitments; consistently at work on time.
- Observe all safety and security procedures; determine appropriate action beyond guidelines; report potentially unsafe conditions; use equipment and materials properly.
- Strong attention to detail and safety procedures; ability to maintain focus for the entirety of the shift.
- Analytical thinking skills to analyze information and use logic to troubleshoot issues.
- Ability to build harmonious relationships with your colleagues and supervisors.

**Physical Demands:**

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

- Ability to frequently stand, walk, sit, reach with hands and arms, climb, balance, kneel, crouch, or crawl. Ability to talk and hear accurately in person, via the telephone, or via two-way radio.
- Position involves performing heavy work. Must be able to push, pull, lift and carry up to 25 pounds frequently; up to 50 pounds occasionally; and up to 75 pounds infrequently. Must be able to exert a negligible amount of force constantly.
- Eye-hand coordination as well as ability to grasp. Must be able to operate common and specialized hand tools in performing assigned tasks. Ability to handle and move objects; using hands and arms in handling, installing, positioning, and moving materials.

- Must be able to walk about on foot to accomplish tasks; maintain body equilibrium to prevent falling when walking, standing or moving about on uneven and/or slippery ground or equipment.
- Ability to step on and off equipment safely and work and balance from ladders to perform tasks
- Must be able to recognize and distinguish colors displayed by signals, signs, etc.

**Work Environment:**

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- 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:**

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- High School Diploma or GED required; 18 years of age or older.
- Valid motor vehicle operator's license with ability to drive a company vehicle per commercial vehicle requirements. CDL preferred.
- Related track maintenance experience required.
- 1 or more years of leadership experience preferred
- This safety-sensitive position will be subject to drug and alcohol screening.

**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