

Job Title: Yardmaster**Department:** Transportation**Reports to:** Director of Train Operations**Primary Activities and Responsibilities:**

Yardmasters direct and coordinate the safe movement of railroad traffic within all Lake State Railway yards

- Read train orders and schedules to familiarize self with scheduled runs, destination of trains, times of arrivals and departures, and priority of trains. Communicate with crewmembers via two-way radio and multi-line phones.
- Manage and ensure a positive working relationship between colleagues and customers including but not limited to our class one partners, freight customers, and other interchange partners.
- Interact professionally and effectively with customers, connecting railroads, colleagues, and supervisors either by telephone, electronically, radio, or face to face.
- Collaborate with customer service representatives and other departments to create a daily operating plan and communicate to all departments.
- Coordinate movement of trains according to operating plan and customer needs.
- Call and assign train crews for assigned duties.
- Accurately complete and distribute the yard turnover and any other required reports for the Saginaw yard. .
- Monitor train crews, train movement, and conditions affecting movements such as weather or environmental conditions, train crew availability, engine and equipment availability, fire levels, track warrants/bulletins, general orders, timetables, emergencies, and track and speed restrictions.
- Coordinate responses to unplanned events and emergency situations.
- Update and maintain RMI and mCrew train profiles as needed. Update necessary departments on storage car movement as needed.
- Control all yard movements for all LSRC yards
- Work with the mechanical department to properly plan and utilize locomotive power.
- Effectively utilize crews and the extra board to ensure customer and operational needs are being met.
- Ensure all Saginaw crew paperwork is completed accurately prior to crew on-duty time.
- Ensure compliance with all railroad rules, procedures, and regulations for safety, operations and the Federal Railroad Administration (FRA).
- Complete and file paperwork in an accurate, organized, timely manner.
- Other duties as assigned.

Trains run day and night, so shift flexibility is a must. Shifts will include morning, afternoon/evening, and overnight. Weekend and holiday hours will also be required.

Competencies:

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

- Ability to effectively communicate (both speaking and listening) in face to face interactions or over a two-way radio or multi-line telephone.
- High level of initiative and ability to work well in a team environment.
- Organization skills; uses time efficiently and sets goals and objectives along with the ability to plan and carry out responsibilities with minimal direction.
- Multi-tasking capabilities.
- Ability to maintain professionalism while working in a high-pressure environment.
- Strong attention to detail.
- Problem-solving skills; identifies and resolves problems in a timely manner.
- Customer service; ability to manage difficult or emotional customer situations.
- Ability to write and speak clearly and informatively.
- Proficient in Microsoft Office Software, computers, and internet; Type at least 30 average net words per minute.
- Ability to observe all safety procedures and report potential unsafe conditions.
- Ability to keep a clean and safe work environment.
- Ability to build harmonious relationships with your colleagues and supervisors.

Physical Demands:

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

- Sitting for long periods of time; majority of time will be spent in front of a computer screen. Walking or standing for brief periods of time is required occasionally.
- Infrequently lift and/or move up to 40 pounds; exert up to 10 pounds of force occasionally, and exert a negligible amount of force frequently.

- Ascending and descending at least 60 stairs to gain access to work location. Work location is on the fourth floor of the building and the restroom is on the third floor of the building. Lifting objects up to 40 pounds up and down stairs may be required infrequently.
- Ability to distinguish color on CTC board.
- Ability to handle and maintain constant stress and strain of maintaining a high production rate pace.

Education and Training:

- High School Diploma or GED required; 2-year associate's degree preferred.
- Previous railroad experience preferred
- This safety-sensitive position will be subject to drug and alcohol screening.
- 18 years of age or older with a valid driver's license. Must be able to meet the Insurance and Company requirements for driving Company vehicles. Must have reliable transportation and the ability to drive to and from work along with during the work shift.

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
