

Trainmaster/DSLE

The Trainmaster/DSLE directly supervises employees in the Operations Department. overseeing operations and administrative functions including, but not limited to the safe and efficient movement of all trains and switching operations. Oversees the progress and productivity of all assigned personnel, to include prioritizing work efforts and setting performance standards; manages assignment of resources, and management of assets and processes. Interviews, hires and trains employees; plans, assigns, and directs work; rewards and disciplines employees; addresses complaints and resolves problems. Executes the service plan to include: production, quality, cost containment and reassignment of resources to achieve maximum efficiency. Ensures the safety of crews and meets operational and financial targets.

The Trainmaster demonstrates and adheres to the highest levels of expectations for our employees: working safely and efficiently while complying with all rules and regulations.

ESSENTIAL RESPONSIBILITIES

- Ensure compliance with all railroad rules and regulations for safety, railroad operations and the Federal Railroad Association (FRA)
- Daily management of railroad operations in an assigned territory/division
- Manage the operational testing program: observe, document, and evaluate safe work practices per operating rules: act upon results
- Perform all required performance evaluations of Locomotive Engineers
- Investigate incidents, determine root cause: escalate findings and implement corrective actions to prevent reoccurrence
- Manage resources and assets within budget
- Proactively identify problem areas and coordinate solutions by utilizing operating systems and planning tools
- Coordinate within department and with Customer Service to satisfy customer expectations

OTHER DUTIES

- May serve as a first responder to critical incidents
- Work safely to prevent on the job accidents and injuries
- Wear required protective equipment such as: PPE, hearing protection, safety boots and safety glasses
- Work hours may include a nonstandard workweek, overtime, on-call and various shift work
- Perform other duties and projects as assigned

SUPERVISORY RESPONSIBILITIES

- Union and non-union employees as required

- Guide and direct subordinates
- Assist in interviewing, hiring, discipline, and training processes for new employees
- Ensure responsibilities of all subordinates are defined and understood
- Set the example, create and lead the culture of mutual respect, cooperation and attention to detail for employees to deliver profitable execution on business goals

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

- High School Diploma/GED
- 5 years' Railroad Operations experience
- Supervisory and performance management experience
- Strong leadership and mentoring skills to develop high performance team
- Self-motivated; work independently; driven to meet or exceed goals
- Basic computer skills in Microsoft Office Suite, and ability to quickly learn computer based programs for management of railroad
- Write legibly to complete reports and other work documents
- Strong verbal and written communications skills; effectively communicate with all level of employees and business associates in a clear, concise and professional manner
- Strong organization and prioritization skills with high attention to detail
- Demonstrate problem solving and troubleshooting skills resulting in effective resolution
- Professional integrity and accountability
- Work in fast-paced, collaborative environment

REQUIRED CERTIFICATIONS AND LICENSES

- Valid Driver's License
- FRA Conductor Certified
- FRA Locomotive Engineer Certified

PREFERRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's Degree
- Incident investigation and reporting experience
- Experience working with employees covered by a collective bargaining agreement

WORK ENVIRONMENT

- Exposure to hot, cold, wet, humid, or windy conditions caused by the weather including: snow, rain, heat, and sub-freezing temps

TRAVEL

- Daily travel as business requires during scheduled work hours