



THE NEW YORK, SUSQUEHANNA & WESTERN RAILWAY

Position Title: Assistant Trainmaster

Location: Cortland, NY / Binghamton, NY

Reports to: Vice President, Transportation

Schedule: This position works shifts as scheduled, Monday through Friday, with availability required for other shifts, including nights, weekends, and holidays, to support train operations and emergencies. 24/7 availability is required to ensure operational efficiency and regulatory compliance.

Position Objectives

The Assistant Trainmaster supports the Vice President of Transportation in overseeing daily railroad operations across NYS&W's 400-mile network in New York, New Jersey, and Pennsylvania. The role ensures safe, efficient, and customer-focused train operations by managing crew assignments, monitoring attendance, conducting efficiency testing, ensuring regulatory compliance, and providing field presence. The Assistant Trainmaster also handles customer support, incident reporting, and administrative duties, including job bids, timesheets, and compliance with union agreements, to support NYS&W's operational and strategic goals.

Major Responsibilities

Planning

- Manage crew assignments, and vacation schedules in accordance with the Brotherhood of Locomotive Engineers (BLE) agreement and NYS&W policies.
- Manage logistics for on and off duty points for crews, maximizing time and cost efficiency.
- Assist with creation and issuance of summary bulletins to govern the timetable and periodically updating the NYS&W timetable.
- Produce daily worklists for train crews using Wabtec (RMI) systems, updating as needed to ensure efficient train movements and customer satisfaction.
- Coordinate with the Vice President of Transportation and field managers to align train operations with customer needs and operational objectives.

Execution

- Oversee train crew operations, including updating of the placement and pulling railcars (Wabtec/RMI), managing inbound and outbound interchange, and verifying night crew worklists via Wabtec (RMI).
- Build train consists for key trains (e.g., SU-100, SU-99, SY-42, SY-41, and local trains) and apply charges for switching, overweight, second switches, and customer derailments.
- Conduct efficiency testing and field inspections to ensure crew performance and compliance with Federal Railroad Administration (FRA) regulations and NYS&W standards.
- Operate trains and engines as needed, maintaining active conductor and engineer certifications to support operational continuity.
- Provide customer support by tracking shipments, responding to customer inquiries via calls and emails, and coordinating with managers for efficient train movements.

Oversight

- Monitor crew attendance, tracking sick leave, FMLA, unavailability, and mark-offs on a spreadsheet, ensuring compliance with FRA hours-of-service regulations.

- Process train and engine (T&E) and manager timesheets into Sage, cross-referencing with RCS Dispatcher Weekly Reports via NYS&W's SharePoint for accuracy.
- Support RCS Dispatcher Services, monitoring compliance with FRA regulations and ensuring train miles are accurately recorded on timesheets.
- Manage union-related duties, including maintaining crew bulletin boards, processing time claims, handling discipline and investigations, and verifying expense sheet mileage under the BLE agreement.
- Log incidents from the condition log (trouble report) into the Safe Track reporting system, ensuring accurate and timely incident reporting.

Other Responsibilities

- Participate in federal affairs by supporting regulatory compliance efforts with the FRA and New York State Department of Transportation (NYSDOT).
- Represent NYS&W in interactions with customers, union representatives, and external stakeholders to resolve operational issues.
- Lead or participate in special projects, such as operational audits, crew training, or system upgrades, as required.
- Transport crews to and from assignments within the NYS&W operating territories.
- Other duties as assigned.

Expectations

- 24/7 availability to address operational issues, emergencies, and customer needs.
- MUST be available to work multiple shifts
- Regular field presence across NYS&W's operational territory (New York, New Jersey, Pennsylvania), with travel as needed, primarily based in Cortland and Binghamton, NY with occasional administrative requirements
- Work in both office and field environments, including train yards, tracks, and customer sites.
- Demonstrate leadership aligned with NYS&W's strategy and core values, particularly in a unionized workforce.
- Manage multiple priorities under pressure, balancing operational, administrative, and customer-facing tasks.
- Collaborate effectively with diverse teams, including managers, crews, dispatchers, customers, and union representatives.
- Maintain physical capability to operate trains and engines and perform field inspections as needed.

Required Qualifications/Experience

- Minimum of 4 years of equivalent industry experience in railroad operations or related field.
- Active conductor and engineer certifications, with the ability to operate trains and engines as needed.
- Extensive knowledge of FRA regulations, NYSDOT standards, and BLE union agreements.
- Proven ability to manage crew assignments, customer support, and operational compliance while adhering to budget and purchasing guidelines.
- Technological ability, with proficiency in Wabtec (RMI), Sage, Microsoft Excel, SharePoint, and standard office software (Outlook, Word, PowerPoint).
- Strong leadership, communication, and interpersonal skills to manage in a union environment and engage with customers.

Preferred Qualifications/Experience

- Bachelor's degree in transportation, logistics, business administration, or a related field.
- Experience with short line railroads, ideally within NYS&W's territories (New York, New Jersey, Pennsylvania).
- Minimum of 2 years of supervisory experience in railroad operations, preferably in a union environment.
- Familiarity with NYS&W's train operations, including SU-100, SU-99, SY-42, SY-41, and local train consists.
- Advanced proficiency in railroad management systems (e.g., Wabtec RMI, Safe Track) and operational reporting tools.
- Knowledge of customer service best practices in the freight railroad industry.

Benefits

In addition to standard benefits, this position is eligible for:

- Salary range \$75,000-80,000 annually
- Annual Bonus
- 401k with match
- Health, Vision, and Dental Benefits
- Company cell phone
- Paid Vacation, Holidays and Sick Days
- Railroad Retirement

Application Instructions

Submit your resume and cover letter to humanresources@nysw.com. NYS&W Railway is an equal opportunity employer committed to fostering a diverse and inclusive work environment.