

Position Title: Train Dispatcher**Reports to: Manager of Train Operations****Location: Cooperstown, NY****Position Objective**

The Train Dispatcher is responsible for coordinating the safe and efficient movement of trains across the NYS&W rail network. This position ensures compliance with train orders, FRA regulations, and safety protocols while serving as the first point of contact during emergencies. Training includes hands-on field experience and classroom instruction to prepare for this desk-based role.

Major Responsibilities

Planning:

- Review and interpret train schedules, orders, and priorities to coordinate efficient train movements.
- Develop and issue bulletins to govern track conditions and train movement.
- Align train operations with customer needs and operational plans.

Execution:

- Monitor and control train movements using centralized traffic control (CTC) systems.
- Issue track warrants and authorities while ensuring compliance with FRA regulations.
- Communicate with train crews regarding stops, delays, and other instructions via radio and phone.
- Manage crew schedules and hours-of-service compliance.
- Track railcar locations, generate switch lists, and update inventory systems.
- Process payroll information and resolve billing or waybill discrepancies as needed.

Oversight:

- Ensure adherence to all train orders, signals, safety rules, and FRA regulations.
- Monitor and respond to internal and external communications affecting train movements.
- Relay critical information to first responders, train crews, and stakeholders during emergencies.
- Maintain accurate documentation, logs, and records of daily operations.

Expectations

- Availability to work flexible shifts, including nights, weekends, and holidays.
 - Must reside within a reasonable distance of Cooperstown, NY, and be available for two-hour callouts.
 - Display strong attention to detail and maintain professionalism under pressure.
 - Communicate effectively with customers, coworkers, and management.
 - Uphold a high standard of safety and compliance in all aspects of the role.
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Required Qualifications/Experience

- Dependable individuals with a strong work ethic and a clean work history.
 - High school diploma or GED
 - Strong clerical, communication, and organizational skills.
 - Proficiency in basic computer programs (e.g., Word, Excel).
 - Subject to pre-employment physical, drug/alcohol testing, and background check, with ongoing compliance testing once hired.
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Preferred Qualifications/Experience

- Previous railroad experience and familiarity with NORAC rules.
- Experience with dispatching systems and centralized traffic control (CTC).

- Knowledge of payroll systems, waybill processing, and railcar inventory management.
 - Associate's or Bachelor's degree
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Compensation and Benefits

- Hourly Wage: \$33.24/hour following completion of paid training at 80% of the base rate.
 - Full-time benefits include:
 - Health, Vision, and Dental Insurance
 - 401(k) with company match
 - 10 paid holidays
 - Flexible work schedule
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Application Instructions

Interested candidates should submit their resumes and cover letters to humanresources@nysw.com. NYS&W Railway is an equal opportunity employer committed to fostering a safe and inclusive workplace. We look forward to considering your application.