Strasburg Rail Road Company

POSITION DESCRIPTION

**POSITION TITLE: Trainmaster FLSA: Exempt**

**POSITION REPORTS TO: VP Operations**

**POSITION PURPOSE:**

The *Trainmaster* is responsible for the staffing and safe, timely and efficient movement of trains. The *Trainmaster* will also assist the Operations Department in train and engine service regulatory compliance. This position requires an acute awareness of freight and passenger customers’ needs and requirements. The responsibilities of the *Trainmaster* will be directed by the VP Operations.

**ESSENTIAL DUTIES:**

The *Trainmaster* as a member of the Operations Department team is required to:

1. Develop and implement the railroad’s daily operational plan with respect to the railroad’s scheduled and extra train movements.
2. Be familiar with and accessible to freight customers with respect to their daily service requirements.
3. Ensure that sufficient trained staff are hired and retained to crew all train movements.
4. Create and maintain all train and engine service crew schedules.
5. Manage all crew starts, crew size and overtime in a cost-effective manner.
6. Assist the Operations Department in performing the suite of tests for operational, safety, proficiency and efficiency.
7. Make recommendations to senior management with respect to safety, efficiencies and marketing.
8. Assists the VP Operations and General Manager as needed.
9. Be qualified on the safety rules and physical characteristics of the railroad.

**PERFORMANCE MEASUREMENTS:**

1. An accurate picture of the operational reality of the railroad at any given moment.
2. Positive and effective relations with customers, staff and senior management, including the ability to solve problems and meet the immediate operational needs of the railroad.
3. Complete and appropriate staffing of all trains.
4. Ongoing, positive reviews by passenger and freight customers with respect to tactical operations.
5. Timely completion of the suite of operational tests assigned.
6. Grows relationships, communication and morale in the T&E corps.
7. Historic appearance when in the public eye, subscribing to the requirements found in the SRC Employee Handbook.

**QUALIFICATIONS:**

1. A positive attitude as a team player.
2. Multi-year operational management experience, preferably in transportation.
3. High School diploma. College degree in business, logistics or transportation a plus.
4. Ability to become quickly familiar with the operations of the railroad, including the Time Table and passenger and freight traffic requirements.
5. Ability to appropriately direct staff, including but not limited to T&E crews, yardmasters, clerks and transload employees
6. Ability to direct and assist yard crews.
7. Ability to become trained in a relatively short time as certified conductor. Certified locomotive engineer preferred.
8. Digital fluency, specifically all programs in the suite of Microsoft Office™, cloud-based Railinc™, applications and other operations apps utilized by the railroad.
9. Subject to Title 49 *CFR* Hours of Service requirements, attending and/or participating in all rules and safety classes pertaining thereto.
10. Subject to pre-employment and ongoing, random DOT drug and alcohol testing.

**WORKING CONDITIONS**:

1. The length of the paid shift is eight hours.
2. Ability to work any time of the week, day or night, as the railroad may require.
3. Must be able to work in outdoor conditions in all weather during the shift.
4. Ability to climb on or about railroad equipment.
5. In order to stay in contact with the operational environment of the railroad, a two-way radio and a mobile device is provided.
6. Must provide all necessary protective clothing, eyewear and footwear required by Operations and Mechanical Department employees.
7. Smoking is not permitted while you are in the public domain area of the railroad, nor around certain commodities and transload areas.

**INTENT AND FUNCTION OF JOB DESCRIPTION:**

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by senior management as deemed appropriate. In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others, or which impose undue hardships on the organization. Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.