



<b>Job Title:</b>	Operating Crewmember	<b>FLSA Overtime:</b>	Non-exempt
<b>Department:</b>	Operations	<b>Reports To:</b>	Chief Operating Officer
<b>Pay Range:</b>	Negotiable	<b>Direct Reports:</b>	None

## Job Summary

Operating Crewmembers are the frontline employees of our organization. These individuals perform the tasks required to switch railcars within a customer facility. These tasks include placing cars to facilitate loading and unloading as well as makeup and breakdown trains within a customer facility.

## Primary Responsibilities

- Signal crewmembers to start or stop trains when coupling or uncoupling cars, using hand signals, lanterns, or radio communication.
- Pull or push track switches to reroute cars.
- Observe signals from other crew members so work activities can be coordinated.
- Monitor trains to detect dragging equipment.
- Inspect couplings, air hoses, journal boxes, and handbrakes to ensure that they are securely fastened and functioning properly.
- Observe track to detect obstructions.
- Receive oral or written instructions indicating track assignments and cars to be switched.
- Inspect locomotives to detect damaged or worn parts.
- Signal other workers to set brakes and to throw switches when switching cars.
- Check locomotives to ensure they are equipped with supplies such as fuel, water, and sand.
- Monitor oil, temperature, and pressure gauges on dashboards to determine engines are operating safely and efficiently.
- Operate locomotives in yards / industrial sites.
- Make minor repairs to couplings and air hoses using hand tools.
- Refuel and lubricate engines.
- Conduct brake tests to determine the condition of brakes.
- Coordinate with customer to determine daily switch list.
- Participate in job briefing with other crewmembers to ensure safe switching operations.
- Read and understand bulletins, work orders, and switch lists.
- Weigh railcars and complete associated paperwork.
- Perform other duties as assigned.



## **Minimum Qualifications**

- High School Diploma or GED
- 18 years of age or older
- Valid Driver's License
- No motor vehicle violations involving alcohol or drugs within the past 3 years.
- Prior work experience as a railroad conductor or locomotive engineer is highly preferred, however we will provide training to individuals new to the railroad industry.

## **Physical Requirements**

- Medium to heavy work, lifting up to 50 pounds occasionally.
- Manual dexterity - reach/handle/finger/feel
- Stoop/bend/kneel/crouch/balance/climb
- Work in cramped, confined, enclosed, or awkward places.
- Ride on the outside of rail equipment for long periods of time.
- Walk long distances over uneven terrain.
- Speech clarity and recognition.
- Oral comprehension.
- Demonstrate auditory and visual acuity, may be corrected through use of lenses and/or a hearing aid.

## **Skill Requirements**

- Operation Monitoring – Watching gauges, dials, or other indicators.
- Monitoring – Assessing self-performance or other individuals to make improvements.
- Operation and Control – Controlling equipment or systems.
- Active Listening – Giving full attention to what other people are saying, asking questions, and not interrupting.
- Critical Thinking – Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Judgement and Decision Making – Considering relative benefits and costs to potential actions to choose the most appropriate one.
- Time Management – Managing one's own time and the time of others.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.



## **Employment Conditions**

- Prospective employees must submit to a pre-employment drug screen. We maintain a drug-free workplace. We perform post-accident and reasonable suspicion drug and alcohol testing.
- Prospective employees must submit to a background check.
- Work safely to prevent on the job accidents and injuries.
- Wear protective equipment including, but not limited to, hearing protection, safety-toe boots, and safety glasses.
- Must be able to report to work on-time. Shifts may involve working evening hours as well as weekends and holidays.
- Complete annual rules training including passing required exams. Must complete any other position-specific training and testing.
- This position will report directly to a customer's facility. Reporting location may change depending upon customers served and operational needs.
- You must have a phone to be contacted for work.

## **Environmental Conditions**

- Work is primarily outside in all weather conditions.
- May work within a facility that manufactures, packages, and otherwise handles hazardous materials.

**This job description is not intended to be a complete list of all duties and responsibilities required for the position and, as such, are subject to review and change at any time in accordance with the needs of CTV. Since no job description can detail all duties and responsibilities that may be required from time to time in the performance of the position, duties that may be inherent in a position shall also be considered part of the position holder's responsibility. Nothing in this job posting creates an employment contract.**

**Equal employment opportunities are available to all applicants regardless of race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, sexual orientation, and gender identity.**