



## JOB POSTING

# RAILROAD OPERATIONS CLERK

### Job Summary:

Distribution and safe movement of railcars on a specified territory from a central regional location.

### Primary Responsibilities

- Ensure compliance with all railroad rules and regulations for safety, operations and the Federal railroad Administration (FRA)
- Distribution and safe movement of railcars, monitor all rail movements and maintain computerized records of all activities
- Maintain familiarity with scheduled trains, destinations, times of arrivals and departures Communicate with personnel on weather or any environmental conditions affecting train movement
- Coordinate movement of trains according to operating plan and customer needs Monitor train and track movements
- Report alleged violations of operating rules and any irregularity relating to the movement of trains
- Plan in advance for smooth and effective movement of priority trains, trains containing hazardous material or restricted shipments, and meets/passes to avoid unnecessary delays Coordinate track usage with Maintenance-of-Way personnel
- Perform any other duties as assigned

### Pay Rate

- \$17.00 per hour — Rates of pay are subject to change

### Minimum Qualifications

- High School Diploma (GED)
- 18 years of age or older
- Valid Driver's License
- No driving violations involving alcohol or drugs within the past 3 years
- Computer literate

### Preferred Qualifications

- Bachelor's Degree
- Familiarity with transportation of hazardous material
- Experience as an air traffic controller, radio/tower operator
- Experience preferred in rail operations, including, duties related to railroad freight conductor and/or brakeman (i.e. railcar switching, operating rules and procedures, etc.)
- Experience with TMS Railconnect

### Basic Competencies

- Verbal comprehension; understand oral and written communications; both general and technical
- Good communication skills; must be able to provide clear instructions/directions Good reasoning skills; ability to problem solve and to troubleshoot problems Ability to communicate clearly by radio, intercom and telephone
- Ability to analyze and prioritize multiple tasks
- Basic math skills

## **Physical Requirements**

- Sedentary; no lifting over 10 pounds
- Demonstrate auditory and visual acuity and able to recognize colors

## **Employment Conditions**

- Work safely to prevent on the job accidents and injuries
- Complete annual training and pass safety operating rules examinations
- Complete a seven day train ride covering assigned territory
- Federal regulations require random testing for drugs/alcohol Must pass a background screening
- Available to report to work with two-hour advance notice Work sitting for long periods of time
- Meals eaten while working; infrequent breaks
- Work tracking train and track movement on multiple mediums in a fast-paced environment
- Requires frequent revision in work assignments

## **Environmental Conditions**

- Work indoors in an office environment

## **Benefits**

- Full-time employees are eligible for a comprehensive benefits package. Medical and dental insurance is offered for the employee, his/her spouse and eligible dependents. There is a benefits co-pay required for this package. Co-pay amounts are listed in the current Benefits Handbook and are subject to annual change.
- ADBF offers the employee the opportunity to participate in its 401(k) program; ADBF's match rate will be discussed at time of hire.
- Employees are subject to Railroad Retirement taxes paid at a rate equivalent to Social Security tax plus an additional percentage as computed by the Railroad Retirement Board. Employees are also covered by Railroad Retirement sickness and disability benefits, and following completion of the service requirement, employees will be eligible for Railroad Retirement pension benefits.
- Full-time employees are eligible for vacation and sick benefits which will be discussed at the time of hire.

## **Safety Commitment**

Safety is a way of life at ADBF and it encompasses every aspect of company operations. Our policies were put in place to ensure the safety of all of our employees and the communities that we serve. ADBF works with the goal of preventing accidents and injuries. When a company puts safety first, everyone benefits: the employees and their families, and our customers and the communities where we work. **SAFETY IS ALWAYS THE RIGHT THING TO DO!**

This is a safety sensitive position, and as such, the candidate selected for this position must successfully complete a physical as well as a drug test. The Adrian & Blissfield Rail Road Company's Policy is ZERO TOLERANCE FOR ALCOHOL OR SUBSTANCE ABUSE.

**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 ADBF. 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.**