

Department: Maintenance of Way
Position: Track Supervisor
Date Available: Immediately



Reports to: Superintendent of Track & Structures & GSMR VP/GM

Type of Position: Regular with benefits

Job Summary:

A supervisory position that consists of working with and managing track workers on-site, on a daily basis, in order to ensure crew safety, productivity, and the quality of work performed. Administering crew payroll, conduct, conflicts, reports and evaluations. Ensures all crews work in compliance of Federally mandated regulations. Overseeing that all Federally mandated inspections are performed and that the proper remedial action has been taken for each defect found. Develops and oversees a preventative maintenance program and the repair of all equipment. Evaluates track, bridge, tunnel and signal conditions and develops plans of action to correct all issues found that could present a future threat to safe train passage.

Duties and Responsibilities:

- Starts each work day with the entire crew ensuring that a federally compliant job briefing has been given to all workers, and that the crew leaves for the job site(s) in a timely manner with all the tools, materials and equipment needed for the job.
- Works daily on-site with the crews ensuring safe, productive work days.
- Responsible for having effective crew management in place during the Roadmaster's absence.
- Maintains, oversees and approves crew personal time off (PTO) to ensure sufficient crew numbers are available each day in order to be able to maintain a good level of production.
- Administers and submits crew payroll reports bi-weekly to HR. Conducts annual performance reviews.
- Creates and maintains all reports, install logs, etc. that are requested in a timely and understandable manner. All reports are to be created and saved on the Roadmaster's computer and emailed to the requesting parties.
- Oversees crew conduct, disagreements and social issues with authority but also with sensitivity.
- Ensures 100% PPE use by every crew member at all times. Procures additional PPE when needed.
- Corrects any unsafe working conditions immediately.
- Responsible for the protection of any visiting contractors/crews from train movements by providing them the proper form of On-Track Safety.
- Oversees the GSMR Right of Way herbicide application program and monitors the licensed applicator to assure proper worker protection, chemicals and application methods are being used.

- Works with hired rail contractors to perform work on tunnels, bridges, track or any other track structures to assure that work is performed properly safely and on-time.
- Ensures contractors have issued GSMR a Certificate of Insurance before any work can be started.
- Ensures that all highway and on-track equipment is operated in a safe a manner at all times.
- Responsible for maintaining an effective maintenance and lubrication program for all highway and on-track equipment and maintaining maintenance records.
- Works actively and creatively to find parts, vendors or repair alternatives to get out of service equipment and vehicles back on-line as quickly as possible.
- Ensures all roadway maintenance machines (RMM) and hi-rail vehicles are compliant with federal regulations pertaining to each.
- Works with the Superintendent of Track & Structures for budgeting and purchases of equipment, OTM and supplies for the MOW Dept.
- On-call weekend employee for track emergencies at least once a month.
- Maintains the efficiency of multiple crews working simultaneously in different locations.

Work experience and education requirements:

- High school diploma or equivalent.
- Minimum ten years railroad track construction, maintenance and inspection experience.
- Minimum five years track construction and maintenance supervisor/management experience.
- Valid North Carolina Class A CDL Driver's License with acceptable driving record.
- Must be able to successfully complete and achieve a passing score on an IPCS physical capability strength evaluation.
- Excellent working knowledge of, and qualified to perform track inspections and supervise track inspectors under all codes of Federal Regulations.
- Excellent working knowledge of, and qualified to perform track repairs and restorations under all codes of Federal Regulations.
- Excellent working knowledge of, and qualified to perform bridge repairs and restorations under all codes of Federal Regulations.
- Excellent working knowledge of, and qualified to perform RR grade crossing signal inspections and repairs & supervise signal maintainers and signal contractors under all codes of Federal Regulations that pertain to these tasks.
- Excellent working knowledge of, and qualified to protect workers under the Federal Roadway Worker Protection Program and ensure 100% crew compliance to CFR49, Part 214 C.
- Excellent working knowledge of and qualified to ensure RMM and hi-rail vehicles are held to Federal Safety Standards under CFR49, Part 214 D
- Excellent working knowledge of, and capable of conducting an annual Roadway Worker On-track Safety training and testing program in compliance with CFR49, Part 214.

- Must be capable of skillfully and safely operating RMM as well as heavy equipment.
- Must be mechanically inclined and knowledgeable in the workings of, and repair of RMM, highway vehicles and heavy equipment.
- Must be proficient in MS Office applications such as Outlook, Word, and Excel.
- Must be able to communicate effectively in both written and spoken English, possessing good leadership and interpersonal skills with proven ability to manage people.
- Must be able to interact effectively with co-workers, vendors, contractors and customers.
- Must understand that time put in preplanning before the work day starts and turning in accurate reports at days end are imperative.
- Must have good equilibrium, not affected by motion.
- Must be able to swim and able to work at heights.
- Long work days may require prolonged standing and extreme lifting of heavy objects.
- Endure all types of weather conditions.
- Must be able to work nights, weekends and some holidays.

Tools and Equipment Used:

- Railroad Maintenance Machines
- Heavy Equipment
- Forklifts
- Trucks
- Hand-held Construction and Track Tools
- Computer

Posting Date: January 17, 2017

Please include a resume and cover letter when applying.

This position will be posted until filled.