

RAILROAD OPERATIONS SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs a variety of administrative and skilled work duties that are required in the daily operation of the Huckleberry Railroad; works under supervision of the Railroad management; performs other related duties as required.

STATEMENT OF TASKS:

Assists in the development of annual goals and evaluates progress in meeting those goals;

Assists in developing program budget, recommends budget expenditures and maintains control of adopted budgets;

Assists in the operation and maintenance of the train yard, garage complex, all rolling stock, equipment and tools assigned;

Coordinates paid and volunteer staff;

Coordinates a variety of functions including training, scheduling, evaluations, etc.;

Ensures compliance with Federal Railroad Administration (FRA) rules and regulations;

Oversees and ensures Railroad security, public and employee safety, and overall operations that occur at Huckleberry Railroad;

Prepares and maintains operating equipment and performs related duties utilizing mills, saws, drill presses, welding and fabricating.

Recommends, plans, implements and evaluates daily activities;

Replaces, repairs or fabricates working parts of steam or diesel locomotives or other park equipment;

Prepares reports and maintains records as required by local, state and federal agencies.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general business operations and organizational behavior and the ability to apply this knowledge to daily operations;

Knowledge of steam-operated locomotives and diesel locomotives;

Knowledge of stationary and portable boilers;

Knowledge of railroad track and structures;

Knowledge of drill presses, hydraulic presses and associated machine shop equipment;

Skill in gas and electrical welding and cutting operations;

Ability to analyze and determine the safety of railroad operations;

Ability to assist in the inspection, maintenance, repair and operation of steam and diesel locomotives;

Ability to operate and repair machine shop equipment;

Ability to coordinate and motivate employees;

Ability to maintain good interpersonal relations;

Ability to attend work regularly and work under stressful conditions.

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Ability to assist in the inspection, maintenance and repair of stationary and portable boilers;

Ability to consistently interact with the general public and staff with a courteous demeanor and attitude;

Ability to develop and adapt approaches to problems in a productive manner;

MINIMUM QUALIFICATIONS:

One (1) year of experience in railroad maintenance and operations **AND** minimum seven (7) years of Business Operations experience.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Must be willing to work weekends, holidays and irregular hours.

Must be willing to wear a prescribed work uniform.



Human Resources Director

Established: September 25, 2019

Revised: November 12, 2019