



Job Opportunity – Assistant Chief Trick Train Dispatchers

The District is hiring Assistant Chief Trick Train Dispatchers (“Dispatchers”). To be considered for this opportunity, the person must meet the posted skills and qualifications. This is an excellent assignment for a motivated individual to use his or her skills in leadership, teamwork, communication, and practical thought to resolve service delivery challenges, improve on-time performance, and pro-actively lead and deliver safe, high quality, efficient, and reliable passenger and freight service.

Description: Dispatcher duties include, but are not limited to, the following:

- **Performs day to day train dispatching operations; provides pro-active on-site real-time leadership during operating disruptions and emergencies.**
- **Complies with operating rules, safety rules, federal regulations, and efficient dispatching practices.**
- **Monitors overall on-time performance. This includes, but is not limited to, recommendations to the Chief Train Dispatcher about corrective action plans for specific trains and operating scenarios.**
- **Helps to develop and implement crew and equipment assignments to ensure efficient use of equipment and employees consistent with collective labor agreements.**
- **Performs all other duties as assigned.**
- **May serve, from time to time, as the Chief Train Dispatcher when the Chief Train Dispatcher is on vacation or other approved absence.**

Position Skills and Qualifications: The following skills and qualifications will be considered in the assessment of candidates:

- Three (3) or more years of railroad experience required with service as a dispatcher, engineer, or conductor preferred but not required. Knowledge of the property and schedules is also helpful but not required.
- Associates degree or higher in relevant college coursework and subject majors is preferred but not required.
- Work performance record that demonstrates steadily improving performance when compared to quality or service driven metrics is highly preferred.
- Possess a working knowledge of union agreements, federal regulations, and the General Code of Operating Rules.
- Demonstrated ability to work and communicate effectively in highly stressful conditions.
- Demonstrated service record of superior interpersonal skills and ability to work with the public and employees is highly preferred.
- Valid driver's license with a safe driving record is required.
- Willingness to work varied shift hours, varied days off, holidays, and extended hours as may be needed to respond to operational circumstances is required.
- Basic proficiency in Microsoft Office products as well as generic computer and keyboarding skills is required. Advanced proficiency is highly preferred.
- Superior record concerning safety attitude, attendance, interpersonal skills, and work performance is required.
- Solid business writing communication skills is required.
- Demonstrated ability to multi-task among competing short-term priorities while consistently maintaining a pleasant disposition is required.

District employees who apply for this opportunity will have their performance and attendance records reviewed as part of their assessment for an interview.

Schedule: Dispatcher shifts are based on seniority. There are fixed day, evening, and night shifts as well as varying "swing" shifts. Candidates must be willing to work any and all shifts. Except for mandatory hours of rest, the successful applicant will be expected to be available for calls during the night, evening, and weekend from on-duty dispatchers and transportation officials. More information on the specific expectations about availability is available during the interview.

Supervision: The position reports to the Chief Train Dispatcher. However, the position also must timely respond to the Manager – Operations Control Center, Superintendent of Transportation, Chief Operating Officer, and designated representatives from the District's freight service partner.

Salary and Benefits: The full hourly rate of pay initially ranges from \$25.55 to \$34.06 per hour. The actual rate of pay assigned will depend on the person's qualifications. Credit for time served in other railroad employment, including military leaves, may be applied in determining vacation day entitlements. The benefit package includes the National Health and Welfare Plan, retirement pension through the Railroad Retirement Board, supplemental pension, paid holidays, sick day allowance, and paid vacation. Details are available during the interview process. Relocation benefits are not available with this opportunity.

How To Apply: Submit a written resume outlining training, experience, and work history to: Dispatcher Position Opportunity, Attn: Director – HR&LR, 601 North Roeske Avenue, Michigan City, IN 46360. A cover letter outlining the reasons why you are interested in work as a dispatcher and why you believe you are best qualified is encouraged but not required. The deadline to apply is 5 p.m., Friday, June 21, 2019. Apply early for the best opportunity to be considered. The District reserves the option to cancel this solicitation earlier than the stated deadline. Phone calls and walk-ins expressing interest are not accepted. The District assumes no responsibility for late or undelivered mail or faxes. Persons who desire to assure delivery of their request for consideration are encouraged to hand deliver their materials or send them by certified mail.

Contact Bjarne Henderson, Director of Human Resources & Labor Relations, at (219) 874-4221, ext 223, if you have questions about this opportunity or notice.

NICTD is an Equal Opportunity Employer