



Mechanical Department Night Shift Supervisor

NICTD intends to hire a Mechanical Department Night Shift Supervisor to serve at its Michigan City Shops. This opportunity allows a highly motivated individual to use his or her well-developed skills in teamwork, communication, technical knowledge, and practical thought to meet NICTD's requirements for safe, reliable, and cost effective maintenance of its rail fleet.

Description of Duties:

- Overall pro-active supervision of the night shift at the Michigan City Shops and the associated shop carmen, electricians, and machinists. Ensures compliance with operating rules, safety rules, environmental regulations, and other policies, rules, and regulations.
- Works closely with the Assistant Chief Mechanical Officer, General Foreman, other shop supervisors, terminal supervisors, other Mechanical Department officers, and trainmasters. Serves as the primary supervisor for terminal operations when terminal supervision is unavailable or assigned to other duties.
- Assigns work to craft personnel based on required level of skill. Uses good judgment in prioritizing and rebalancing scheduled and unscheduled work assignments. Rearranges work assignments and employee allocations when

necessary to address unexpected service disruptions, emergent weather conditions, or unanticipated urgent repairs.

- Manages subordinates' times on tasks and quality of work performed. Takes corrective action and instructs employees in proper duty performance.
- Manages employee attendance and work coverage. Actively reports no-shows, unexcused absences, tardy arrivals, and unapproved early quits.
- Provides on-site managerial response to situational emergencies and incidents. Coordinates first aid, ensures follow-on care, notifies supervision, and fully investigates personal injury and property damage incidents.
- May serve as back-up hearing officer for disciplinary investigations. May conduct safety meetings and training classes by self or with others.
- Establishes and maintains effective working relationship with managers and staff in all other departments as well as South Shore Freight and Metra.
- Leads by example. Other duties as assigned.

Position Requirements: The following skills will be considered in the selection of candidates for interviews:

- Minimum of five (5) years of experience in supervision of industrial maintenance or vehicle fleet maintenance. Railroad experience is preferred but supervision of heavy industry or other forms of transportation is acceptable. Exception: Will accept less supervisory experience if the candidate has an associates or bachelors degree with major in electrical, mechanical, or industrial maintenance topics.
- Demonstrated record of successful project management (accomplishing goals within time and budget) is essential.
- Working knowledge of mechanical, maintenance, and electrical issues that occur within a locomotive fleet, vehicle fleet, or heavy industry. Demonstrated on-floor interest in troubleshooting and assisting shop personnel with fleet maintenance or manufacturing system issues.

- Experience with federal regulations, union agreements, operating rules, policies and other guidance applicable to an equipment maintenance facility.
- Able to multi-task among competing short term priorities while maintaining a pleasant disposition.
- Superior communication and listening skills; able to write objective, fact-based memos and reports.
- Valid driver's license with a safe driving record. Reliable transportation to and from Michigan City, Indiana, in all types of weather.
- Willing to work indoors and outdoors; occasionally varied shift hours, occasionally varied days off, some holidays if operationally necessary and extended hours based on the needs of the service. Participates in weekend duty supervisor rotation.
- Basic proficiency in Microsoft Office (Word, Excel, Outlook) and computer skills is required. Preference for candidates with experience in the application of fleet management, payroll, timekeeping, benchmarking and productivity measurement/analysis software.
- Superior safety, attendance, and work service records.
- Able to climb on and under rail cars and locomotives.

Information in NICTD personnel and attendance files may be considered as a factor in the selection process. Selection is also subject to satisfactory results from a physical examination (including drug and alcohol screening tests) and a background evaluation (including criminal and trust-related criteria).

Schedule: The anticipated work schedule starts around 10:30 pm and ends at about 7 a.m. with thirty minutes anticipated for a meal, Sunday night through Friday morning. Specific hours will be discussed in the interview and are always subject to change based on the needs of the service and department. Interested applicants should be prepared to spend an indefinite amount of time on third shift. On-call weekend coverage is also required and shared in scheduled rotation with the other supervisors. Schedules and assignments are subject to change based on

the needs of the service and managerial staffing for the department. NICTD's General Foreman works with the shift foremen under his supervision to balance the needs of the service with appropriate amounts of time off. The successful applicant can expect off-duty calls from other managers as well as additional issue-specific calls in response to situational emergencies.

Supervision: The position reports to the General Foreman.

Salary and Benefits: Salary ranges from \$55K to \$66K. Salary will be set based on the candidate's skills, experience, and consistent with pay structure for others in comparable assignments. Health care, dental care, vacation, holidays, supplemental pension plan, Railroad Retirement Board benefits, and comp time are some of the benefits available. Credit for time served in other railroad employment, including approved military leaves, will be applied in determining vacation day entitlements. Relocation benefits are potentially available.

Work Environment: The employee occasionally may be exposed to fumes or airborne particles. The noise level ranges from quiet to moderately loud.

How To Apply: Submit a written resume outlining education, training, experience, and work history. A cover letter outlining the reasons why you are interested in working as a Mechanical Department Shift Supervisor and why you believe you are best qualified is encouraged but not required. The mail or hand-delivery address is: Mechanical Department Shift Supervisor Opportunity, Attn: Director – HR&LR, 601 North Roeske Ave., Michigan City, IN 46360. The e-mail delivery address is: bjarne.henderson@nictd.com. This is a rolling application process. Apply early for best consideration. The District reserves the option to close this opportunity at anytime without advance notice. Phone calls and walk-

ins requesting consideration or expressing interest are not accepted. The District assumes no responsibility for undelivered materials. Persons who desire to assure delivery of their request for consideration are encouraged to hand deliver their materials or send them by certified mail.

Questions: Contact Bjarne Henderson, Director of Human Resources & Labor Relations, at (219) 874-4221, ext 223.

NICTD is an Equal Opportunity Employer