



Railroad Industry Opportunity: Track Roadmaster

NICTD owns, operates and maintains a high-speed main line railroad between Chicago, Illinois, and South Bend, Indiana. This opportunity for full time service as a roadmaster is an entry level full-time management position with opportunity for advancement within the Engineering Department. Because NICTD is a regional railroad with a small staff, roadmasters play a critical role in ensuring that the right of way is maintained in a safe and delay-free condition to support high-speed passenger rail and heavy-haul freight railroad services. The successful candidate must enjoy the challenge of teamwork, varying assignments, outdoor work, irregular work hours, and working with unionized work forces.

Qualifications:

(1) Applicants must meet **at least one** of the following four education/experience options:

(a) a bachelor or higher degree in civil engineering, civil engineering technology, or building construction technology; **or**

(b) an associate or higher degree in civil engineering, civil engineering technology, or building construction technology **and** two or more years of railroad track construction, maintenance, and related supervision; **or**

(c) five or more years of railroad track construction, maintenance with at least one year of related supervisory experience; **or**

(d) a combination of two or more years of college education in civil engineering, civil engineering technology, or building construction technology without a degree **and** two or more years of railroad track construction, maintenance, and related supervision.

IMPORTANT NOTE: You must fulfill at least one of the above four mandatory options to be considered. Applicants who do not meet at least one of the above mandatory options will not be considered. Receipt of resume from non-qualifying persons will not be acknowledged.

(2) Proficiency in knowledge and application of Microsoft Windows, and Microsoft Office Suite (including Word & Excel programs).

(3) Willingness to learn, working under occasionally highly stressful or uncertain conditions, excellent verbal and written communication skills, valid driver's license, no recent drug, alcohol, or felony convictions.

(4) Must be in good physical health to fulfill the essential functions of the position, with or without reasonable accommodations. This is an outdoor position where roadmasters frequently must be able to work and walk in difficult environmental conditions or to locations not accessible by motor vehicle. Work is done on significantly uneven surfaces, in close proximity to high voltage electrical power, and may require work on snow or ice covered ground during winter. Levels of activity vary from moderate to intense. Stressful situations may occur. Exposure to heat, humidity, cold, rain, sleet, snow, and wind is common.

(5) Must read, write, and communicate clearly and fluently so as to understand and follow the General Code of Operating Rules, federal and state regulations; essential operational and safety information, and pass periodic rule/safety/technical examinations.

(6) Flexible about unexpected changes in work assignments or priorities.

(7) Reliable transportation to and from Michigan City, Indiana. Ability to start and end daily assignments at any point between South Bend, Indiana, and Chicago, Illinois, with most assignments and duties originating at Michigan City, Indiana.

Position Schedule: Normal work schedule is Monday – Friday 6:30 A.M. – 2:30 P.M., hours and work days may change based on service needs. Must be available to work on-call during evenings and weekends for emergencies and weather responses as well as vacation or illness relief for other managers.

Duties:

(1) Perform track safety inspections based on Federal Railroad Administration standards by walking and/or riding in an on-track vehicle.

(2) Prepare inspection documentation reports for compliance with contract or industry standards

(3) Know and apply on-track safety regulations and rules.

- (4) Assign and monitor track crew work duties; inspect work performed to ensure compliance with quality and regulatory standards.
- (5) Review and approve employee time cards.
- (6) Perform emergency track inspections and arrange for restoration of service.
- (7) Manage employee attendance, work performance, and compliance with NICTD rules.
- (8) Monitor and test safety compliance of assigned employees.
- (9) Estimate material and labor costs for track construction or repair projects.
- (10) Determine crew assignments and work plans for completing projects.
- (11) Perform other duties as assigned.

Salary and Benefits: The salary range for this position is \$55,000.00 to \$65,000.00 depending on skills, experience, and consistent with pay structure for others with comparable assignments. The benefit package includes a defined benefit pension administered by the Railroad Retirement Board, generous healthcare benefits, dental program, supplemental defined contribution pension plan, and liberal paid vacation. Passes for travel for self and family (restrictions apply). Details are available during the interview process. Credit for time served in other railroad employment will be applied in determining vacation day entitlements. Relocation assistance may be available for qualified candidates.

How to Apply: Deliver, mail, fax, or e-mail a resume to NICTD's Director of Human Resources & Labor Relations at the address below. NICTD does not accept responsibility for misdirected, lost, or misaddressed resumes. **Apply early for consideration; this is a rolling application process. NICTD reserves the option to close this opportunity upon selection of a successful candidate.** Persons who desire confirmation that a resume has been received may contact Ms. Shelly Winn at (219) 874-4221, ext 253. Candidates will be advised the following week whether they are selected for an interview. Mail or hand delivery contact information for delivering resumes:

Director Human Resources & Labor Relations
Northern Indiana Commuter Transportation District
Attn: Roadmaster Opportunity
601 N. Roeske Avenue
Michigan City, IN 46360-2669

Fax: (219) 872-5841; E-Mail: bjarne.henderson@nictd.com

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