

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

Summary Job Description: Car Cleaner/Relief Terminal Carman: This job has two major purposes. When working as a car cleaner at either Michigan City or Chicago, the employee inspects and cleans the interiors (seats, floors, toilets, walls, and windows) and exteriors (stainless steel sides and windows) of railroad cars used to transport passengers between Chicago and South Bend. When working as a Relief Terminal Carman, the employee moves, couples, and uncouples passenger cars at terminals in Chicago, Gary, and Michigan City to the extent needed to prepare cars for train service. Relief Terminal Carman refill water tanks on cars, conduct safety tests, perform inspections, make minor repairs, complete preventive maintenance projects, and perform other duties as assigned by their supervisor. Locations and assignments are assigned by seniority. Successful applicants should expect to work weekends, nights, holidays, relief assignments, and without choice of location consistent with their seniority.

Minimum Educational & Age Requirements: High school or GED equivalent; eighteen (18) years of age.

Other Requirements:

- (1) Must be in good physical health to fulfill the essential functions of the assignment, with or without reasonable accommodations.
- (2) Must be able to pass engineer licensing requirements, rules examinations, and all other requirements of the training programs for cleaner and terminal carman assignments.
- (3) Must be able to read, write, and communicate clearly and fluently so as to understand and follow the General Code of Operating Rules, communicate essential operational and safety information, and pass periodic rule/safety/technical examinations.
- (4) Mechanical aptitude, experience operating heavy moving machinery, experience with cleaning, good physical strength and endurance, and good interpersonal skills when interacting with supervisors, fellow employees, and passengers.
- (5) Flexible about unexpected changes in work assignments or priorities.
- (6) Ability to work in Michigan City, Gary, or Chicago based on seniority and needs of the service. For work in Gary or Chicago, employees have a pass to use NICTD trains. However, the time in travel to and from the assignment is not paid.
- (7) Reliable transportation to and from Michigan City, Indiana, or the station where they board NICTD trains for work in Gary or Chicago.
- (8) Must be able to pass drug test, physical examination, and satisfactory background check as a condition subsequent to any offer of employment.

Environmental Conditions: Work is outdoors in all weather conditions and at all times throughout the day or night. Almost all positions are on the night shift (10 p.m. – 6 a.m.). Work is done on significantly uneven surfaces 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.

Experience Relevant To Position (preferred but not required to apply): Cleaning work on own or as part of a cleaning crew, experience in factory or fleet maintenance, heavy equipment operation, railroad mechanical or operating experience, successful work with varying shifts or night shifts, prior licensing for positions in the truck, airline, or rail industry, outdoor or varying shifts in military service.

Applicant Referral Instructions: Applicants must apply on line at www.mysouthshoreline.com. Incomplete applications will not be reviewed or acknowledged. Individuals can apply on any computer with internet service – including computers available at public libraries or employment agencies:

- 1) Go to the South Shore Line website: www.mysouthshoreline.com
- 2) Click on the link ABOUT
- 3) Click on JOB OPPORTUNITIES
- 4) Within the job opportunities page is a link to this position.
- 5) Read the job description. If the opportunity is of interest to you, follow the directions on the link to complete the pre-screen questionnaire.
- 6) Upload a resume, complete the on-line application form, or complete the application form and upload a resume. If an applicant chooses to just upload a resume, applicants should ensure that their resume addresses all of the matters covered on the on-line application. While not required, NICTD encourages applicants to complete the on-line application and upload a resume.

IMPORTANT NOTE – READ THIS: If you have previously applied on line prior to January 1, 2020, you must FIRST contact Ms. Shelly Winn at shelly.winn@nictd.com or (219) 874-4221 ext. 253 to re-set your on-line record to accept a second application.

Applicants who do not complete the on-line application form (with or without resume) and questionnaire **on or before 11:59 a.m., Monday, March 30, 2020** will not be considered. NICTD does not accept requests for interviews or faxed/mailed/hand delivered resumes. NICTD reserves the right to close the application process prior to the stated deadline. This is a rolling application process; apply early to ensure consideration. The District reserves the option to close this application process at any time prior to the stated deadline.

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