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## **Railroad Terminal Weekend Shift Supervisor**

NICTD intends to hire a railroad terminal weekend shift supervisor to oversee the Mechanical Department employees working on weekends at its Michigan City Shops. This opportunity allows a highly motivated individual to use his or her well-developed skills in railroad mechanical operations, industrial maintenance, teamwork, communication, technical knowledge, and practical thought to meet NICTD's requirements for safe, reliable, and cost effective rail fleet maintenance.

### **Description of Duties:**

- Overall pro-active supervision of a weekend shift, as well as coverage up to and including forty (40) hours per week, on associated vacancies occurring on other morning, afternoon, or overnight shifts at the Michigan City Railroad Car Shops, Michigan City Railroad Terminal, and other locations as operationally required. Persons supervised may include, but are not limited to, shop carmen, terminal carmen, car cleaners, electricians, and machinists. Ensures compliance with operating rules, safety rules, environmental regulations, work responsibilities, operational requirements, and other policies, rules, and regulations.
- Works closely with the Chief Mechanical Officer, General Foreman, other shop supervisors, terminal supervisors, other Mechanical Department officers, and trainmasters. Serves as the primary supervisor for terminal and shop operations when higher level 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, personnel circumstances, or unanticipated urgent repairs.
- Manages subordinates' times on tasks and quality of work performed. Takes corrective action and instructs employees in timely and proper duty performance.
- Manages employee attendance and work coverage. Actively reports and progresses through counseling and discipline 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 railroad/transit vehicle fleet maintenance. Railroad or rail transit 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 or shift 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 is proposed to include two weekend shifts of approximately ten (10) hours per shift. The remaining twenty (20) hours per week will be assigned to cover other vacancies or special projects on an “as

needed” basis. All shifts are subject to an additional thirty unpaid minutes anticipated for a meal. 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 work on any of the three shifts. While weekend duty is the primary responsibility for this assignment, weekend duty may be adjusted on a case by case basis with advance coordination with the General Foreman or Chief Mechanical Officer. 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 supervisors 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 and the Chief Mechanical Officer.

**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 Railroad Terminal Weekend 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@nicted.com](mailto:bjarne.henderson@nicted.com). Your resume and cover letter must be received no later than 9:00 a.m., on Thursday, September 30, 2021. Late letters and/or resumes will not be accepted. Phone calls and walk-ins requesting consideration or expressing interest are not accepted. The District assumes no responsibility for late or 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. Apply early for best chance at consideration; the District reserves the option to close this position prior to the stated application deadline.

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

***NICTD is an Equal Opportunity Employer***