

## OmniTRAX, Inc. Position Description

**TITLE:** Assistant Roadmaster/Track Inspector

**REPORTS TO:** General Roadmaster

**LOCATION:** Albany, GA – Moultrie, GA

**SALARY RANGE:** Commensurate with qualifications and experience.

OmniTRAX, Inc. is one of North America's leading transportation management companies. Based in Denver, Colorado, OmniTRAX, Inc. managed businesses are located in 9 states and 2 provinces providing a full range of transportation and logistics services. These services include railroad, port, and industrial switching operations as well as intermodal operating services.

### **General Summary:**

The successful candidate for this position will serve as a Manager in the MOW Department for the Georgia & Florida Railway, Inc (GFR). The Assistant Roadmaster/Track Inspector will report directly to the General Roadmaster and will assist with and be directly involved in the planning of all track-related activities including but not limited to; working with the GFR management teams to define priorities, establish performance expectations, establish performance metrics and measurements, and evaluate performance to plan the improvement of overall activities in this vital function. By working closely with the General Roadmaster, you will be able to perform the required track inspections, manage the FRA reporting requirements, manage the section crews in order to promote safety, rules compliance, and productivity.

### **Essential Job Duties and Responsibilities include the following. Other duties may be assigned, as requested or required.**

- Support the safety program and lead the safety goals for all Maintenance of Way groups on the railroad.
- Develop work plans and track maintenance activities to support operating efficiencies and the railroad's customer service commitments. Coordinate work with the Transportation Department.
- Insure engineering instructions pertaining to inspections, maintenance, and construction work is adhered to by field personnel.
- Assist with training programs and identify the appropriate type and level of training needed for engineering work groups.
- Develop an understanding and knowledge of the business and service needs of internal /external customers within the region.
- Ensure cooperation, communications and interactions with all functions in the organization.
- Establish and maintain a work management process that provides visible assembly of process, establishes the building process with priorities, assigns work with established expectations with the ability to achieve performance in accordance with the plan.

### **Education/Experience:**

- High school education or general education development (GED)
- 3 to 5 years job-related work experience; or equivalent combination of education and experience.

- Candidate should possess a broad understanding of railroad operations specifically related to the MOW functions.
- Candidate must be qualified on FRA Title 49 Part 213 and Part 214
- Bachelors of Science in Engineering is a plus

**Knowledge, Skills, and Abilities:**

- The candidate will be competent in the use of the following computer programs, Word, Excel, PowerPoint, and Outlook.
- The ability to read and understand engineering drawings, right-of-way maps and construction plans is essential.
- Know and understand track safety standards and apply the knowledge in the field. Able to document items of non-compliance.
- Knowledge of contracts and contract management.
- Ability to read and comprehend published rules, procedure and manuals, government regulations, operating and maintenance instructions, memos and other work-related information.
- Ability to effectively communicate with co-workers, supervisors and business associates in a clear, concise, courteous and professional manner.
- Ability to write legibly.
- Must have excellent communication skills (in English) verbally and in written form.

**Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The position primarily involves in field activities related to management of the engineering department and with some office work. In field activity is a routine part of this position duties which at times will expose the individual to on track equipment, loud noise, moving mechanical parts, diesel fumes, grease and oil smells; weather elements, and other conditions common to an operating railroad environment.
- Must be able to wear safety equipment and be capable of walking up steep inclines and uneven surfaces.
- Office and Field work is estimate at 20% office and 80% field.

**Contact Information:**

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