

OmniTRAX, Inc. Position Description

TITLE: Track Supervisor

LOCATIONS: Northern Manitoba

REPORTS TO: Superintendent of Track

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 the territory leader for a portion of the Hudson Bay Railroad. The Track Supervisor is responsible for the planning of all track-related activities including working with all Regional Management Teams to define priorities, establish performance expectations, establish performance metrics and measurements, evaluate performance to plan and improve the overall activities in this vital function.

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

- Lead the safety program and goals for all maintenance of way groups in the territory
- Work with the General Roadmaster to assign and prioritize programs for maintenance operating and capital budgets.
- Assure engineering instructions pertaining to all inspections, maintenance and construction work is adhered to by field personnel.
- Assist with training programs and identify the appropriate amount and type of training for engineering work groups.
- Maintain effective coordination and communication ensuring maintenance and capital programs are executed safely and economically.
- Develop an understanding and knowledge of the business and service needs of internal /external customers within the region.
- Develop and execute engineering plans that achieve the capital program.
- 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.
- Articulate a focused, clear vision for the strategic priorities of the business and aggressively drive those of highest importance throughout the organization.

Education/Experience

- High school education or general education development (GED)
- 2 to 5 years job-related work experience; or equivalent combination of education and experience.
- Candidate should possess a broad understanding of railroad operations.

- Preferred Bachelors of Science in Engineering

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.
- Track inspection of assigned territory. Knowledge and understand track safety standards and apply the knowledge in the field. Able to document items of non-compliance.
- Create and maintain inspection records and other required information to conform with government regulations and internal policies.
- 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 exposed 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.

Contact Information:

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