

## ***JOB DESCRIPTION***

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Position Roadmaster Department:  
Title: \_\_\_\_\_ System \_\_\_\_\_

Reports To: Director of Track Salary Range:  
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**Position Summary:** Lead and manage track and right-of-way maintenance crews daily in the safe, efficient and most economical performance of their duties to ensure track structure is maintained to meet Federal Railroad and Company standards.

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### **Essential Job Functions (listing most important first):**

1. Coordinate and plan ordinary maintenance and track work with other departments to maximize track work and train operations.
  2. Perform track inspections to ensure quality inspections and safe train operations.
  3. Help plan and implement maintenance programs and capital projects.
  4. Assist with annual business plan and budget process.
  5. Follow and monitor work practices, safety related issues to improve quality and performance.
  6. Monitor and enforce Federal Railroad Administration compliance with Company policies, rules and standards.
  7. Work with local, county, state, federal agencies on railroad issues to create and continue good relations.
  8. Plan and provide information for future track improvements with Chief Engineer.
  9. Ensure all contractor work forces are properly train and adhere to all Company safety and operating Rules.
  - 10 Supervises and oversees all track, structure, and signal maintenance performed by contractor.
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### **Essential Job Requirements:**

EDUCATION High school diploma or GED

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EXPERIENCE One (1) year experience in railroad track maintenance.  
One (1) year supervisory experience in maintenance of way track standards and policies.

REQUIRED SKILLS Must hold a valid Texas driver's license to drive on company business  
Must possess a thorough working knowledge of the Code of Federal Regulations, Title 49, Parts 213 and 214, as well as a through working knowledge of day-to-day railroad practices.

PREFERRED SKILLS Ability to formulate and work within a business plan/budget  
Ability to speak effectively before groups of customers, all levels of Company personnel, and government officials

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Strong communication and interpersonal skills, and strong leadership skills. Must be self-motivated.

Proficient with software for word processing and spreadsheets and project management.

Strong verbal and written communication skills.

Ability to schedule maintenance within an operating plan.

Ability to read and comprehend safety manuals, operating and maintenance instructions, test materials, drawings, schematics, and procedure manuals.

Ability to monitor projects to ensure materials and resources are provided to meet schedules and budgets.

Conduct operational field and observation testing on contactors and all departments to ensure compliance with Federal and Company safety requirements.

Lead the safety effort for the maintenance of way department, including safety audits.

Certified and trained in investigating personal injuries, derailments and determine the root causes.

Certified in drug and alcohol testing and awareness.

Stand and walk on level or uneven ground.

### **PHYSICAL REQUIREMENTS**

Sit, bend, twist, stoop, kneel and climb.

Push, pull, and/or lift, exerting up to 50 pounds of force, reach with hands and arms; and/or use hands to feel or handle

The employee is regularly exposed to outside weather conditions and elements, noise and fumes from gas, oil, and grease.

Exempt/Non-Exempt

Full-Time/Part-Time

Permanent/Temporary/Leased

EEO Code

53-1031-9000

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## ***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

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Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

_____ Employee’s Signature	_____ Date
_____ Manager’s Signature	_____ Date

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**Human Resources Approval/Comments:**

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_____ Authorized Human Resources Signature	_____ Date
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