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## *Transportation Specialist*

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**Classification:** Non-Exempt  
**Reports To:** Designated Supervisor of Locomotive Engineers (DSLE)  
**Updated:** March 2020

### **JOB DESCRIPTION**

#### **Summary/Objective**

The Transportation Specialists are responsible facilitating movements of railroad equipment to and from shippers and connecting railroads in a safe, effective and efficient manner.

#### **Essential Functions**

Individuals working must meet all the essential functions physical demands, deviations are not available for these positions due to the physical requirements of the position and the safety sensitivity of the position.

1. Facilitate train movements in compliance with all FRA, GCOR and TCW rules and regulations.
  - a. This can be accomplished as a qualified engineer, qualified conductor, or student.
  - b. This may be in the form of:
    - i. Special work trains
    - ii. Shuttle trains
    - iii. Regular manifest trains
    - iv. Special event trains
2. Assist in the training of new Transportation Specialists.
3. Professionally and respectfully communicate both in verbal and written communications in English.
4. Must maintain flexibility with work schedule to adjust and adapt to the railroads 24/7 business needs.
5. Focus on TEAMWORK, COMMITMENT & WILLINGNESS in the aid of other departments as necessary.

#### **Competencies**

1. Ethical Practice (confidentiality).
2. Business Acumen.
3. Relationship Management.
4. Critical Evaluation.
5. Communication (professional written and verbal).

#### **Supervisory Responsibility**

This position has no supervisory responsibilities.

#### **Work Environment**

This position operates heavy equipment in the outdoor environments, subject to all weather seasons / elements. This role routinely uses heavy equipment.

#### **Position Type/Expected Hours of Work**

This is a full-time non-exempt position. Working all hours of the day / night to cover the business demands on a 24/7 basis.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

Additional physical demands are listed in the chart below.

**Travel**

Travel is minimal with the exception of required travel for training purposes and vacancy coverage for other Transportation Specialists assigned to other on-duty locations.

**Required Education and Experience**

1. Must be 18 yrs old or older (due to safety sensitivity of work environment)
2. High School Diploma.
3. Possess a strong work ethic and high level of integrity.

**Preferred Education and Experience**

1. Knowledge of the FRA Track Safety Rules, applicable Federal, State and Local laws throughout territory along with extensive knowledge of GCOR.
2. Qualified Conductor or Locomotive Engineer

**Additional Eligibility Qualifications**

Employees working in a safety sensitive environment are subject to random pool drug testing. Transportation Specialists are employees who are required to drive a company vehicle for business on a regular basis and must meet our auto insurance requirements.

**AAP/EEO Statement**

Twin Cities & Western Railroad Company, is an Affirmative Action/Equal Employment Opportunity Employer. Minority/Female/Disabled/Veteran/Sexual Orientation/Gender Identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

**Company:** Twin Cities & Western Railroad

**Job Title:** Transportation Specialist

**Physical Demands Checklist**

Never (N) = Not at all \* Rarely (R) = 0-24 min per day or 0-5 reps per 8 hour day \* Occasionally (O) = 25 min.-2.5 hrs/day or 6-100 reps per 8hr day \* Frequently (F) = 2.51-5 hours/day or 100-300 reps per 8 hr day \* Continuously (C) = 5.01 hrs and over or 301-500+ reps per 8 hr day

Task	N 0%	R 1-10%	O 11-33%	F 34-66%	C 67-100%	Essential	Comments
Sitting				X		Yes	
Standing				X		Yes	
Walking: Up to 4 miles; 2.5 miles consecutively				X		Yes	
Bending/Stooping: Intermittent			X			Yes	1 minute
Twisting					X	Yes	
Crawling	X					Yes	
Crouching				X		Yes	15 sec.; conductor only
Climbing Stairs: 4 steps				X		Yes	
Climbing Ladder: 5 rungs			X			Yes	
Balancing					X	Yes	
Reaching- Forward:					X	Yes	
Reaching- Overhead: arms length			X			Yes	
Reaching Low Level				X		Yes	
Push: 90# force at waist level				X		Yes	Throwing switches / derails
Pull: 52# force at ankle level, 100# force at waist level				X		Yes	Throwing switches / derails
<b>Lift / Carry</b>							
<10#		X				Yes	Floor to chest
11-24 #		X				Yes	Floor to chest
25-34 #		X				Yes	Floor to chest
35-50 #		X				Yes	Floor to chest
51-74 #	X					Yes	Floor to chest
75-100 #		X				Yes	80# knuckle floor to waist; carry 10'
>100 #	X					No	
Working on uneven terrain					X	Yes	
<b>Environmental Exposure</b>							
Working around moving machinery					X	Yes	Hydraulic Hoses
Working outside					X	Yes	

Task	N 0%	R 1-10%	O 11-33%	F 34-66%	C 67-100%	Essential	Comments
Exposure to heat /humidity					X	Yes	
Exposure to cold					X	Yes	
Using power equipment		X				Yes	
Slippery surfaces				X		Yes	
Noise					X	Yes	
Working at Heights: up to 15'			X			Yes	
<b>Sensory Demands</b>							
Hearing					X	Yes	FRA Audiogram Required
Speech					X	Yes	
Near Vision					X	Yes	Driver's license adequate
Far Vision					X	Yes	Driver's license adequate
Color Vision					X	Yes	FRA Testing Required
Glare					X	Yes	Driver's license adequate
Spatial Perception					X	Yes	Driver's license adequate
Inhalation Exposure				X		Yes	
Congested Area			X			Yes	
Hazardous Material				X		Yes	
Chemical Exposure			X			Yes	
Vibration					X	Yes	