



JOB TITLE:	Operations Coordinator	DEPARTMENT:	Operations
POSITION TYPE:	Full-Time	CLASSIFICATION:	Non-Exempt
REPORTS TO:	Operations Supervisor	DIRECT REPORTS:	N/A
REQUIRED EDUCATION:	High School Diploma or equivalent	PREFERRED EDUCATION:	N/A

REQUIRED EXPERIENCE: Strong work ethic and high level of integrity
One year of office / clerical support experience

SALARY RANGE: \$28.85 - \$36.06 p/h

BENEFITS:

- | | | |
|--|--|--|
| ☒ Flexible Spending Benefits | ☒ Paid Vacation | ☒ Railroad Retirement Employer |
| ☒ Health Insurance | ☒ Paid MN Sick & Safe Time | ☐ Bonus Eligible |
| ☒ Dental Insurance | ☒ Paid Holidays | ☐ Company Vehicle |
| ☒ Vision Insurance | ☒ FMLA / Parental | ☐ Company Cell |
| ☒ Disability Insurances | | |
| ☒ Life / ADD Insurances | | |
| ☒ 401k Investments. | | |
| ☒ Incentive Compensation | | |

PREFERRED EXPERIENCE: 5 years' experience working within the rail industry with a primary focus on railroad operations and customer service.

TRAVEL REQUIREMENTS: Occasionally

PHYSICAL DEMANDS: See pg. 2

WORK ENVIRONMENT: This position operates in a professional office environment. This role routinely uses standard office equipment.

EXPECTED HOURS OF WORK: Train time is anytime; therefore, this position works all hours of the day / night to cover business demands on a 24/7 basis.

JOB DESCRIPTION

JOB SUMMARY / OBJECTIVE:

The operations Coordinator positions will work in conjunction with the Operations Coordinator Supervisors on the daily movements of rail freight that best meet the needs of our customers in a SAFE, EFFECTIVE & EFFICIENT manner.

ESSENTIAL FUNCTIONS:

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- 1) Coordinate and plan freight movements based on customer demands in conjunction with the operations supervisor.
- 2) Work closely with the Transportation Specialists with the execution of the planned movements for each day.
 - a) Calling for duty.
 - b) Completing work orders.
 - c) Obtaining and maintaining rail car movements in computer software.
 - d) Maintaining information in Google Docs.
 - e) Proper Haz-mat paperwork.
- 3) Collaborate closely with customers on proper billing and releasing of rail cars to and from their facilities.
- 4) Work closely with connecting railroads on the interchange of rail freight.
- 5) Professionally and respectfully communicate both in verbal and written communications in English.
- 6) Focus on TEAMWORK, COMMITMENT & WILLINGNESS in the aid of other departments, as necessary.

COMPETENCIES:

- | | |
|---------------------------------------|---|
| 1) Safety Oriented | 5) Relationship Management |
| 2) Ethical Practice (confidentiality) | 6) Critical Evaluation |
| 3) Business Acumen | 7) Professional / Respectful Communication (written & verbal) |
| 4) Leadership & Navigation | |

ADDITIONAL NOTES:

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.

Signature of Receipt and Acknowledgement

Date

JOB TITLE: Office Personnel



PHYSICAL DEMANDS CHECKLIST

TASK	% TASK COMPLETED DURING WORK DAY	DESCRIPTION OF %	ESSENTIAL	NOTES
Typing / Data Entry	100%	Continuously (67 - 100%)	Yes	
Sitting	100%	Continuously (67 - 100%)	No	Sit/Stand stations can be provided
Standing	100%	Continuously (67 - 100%)	No	Sit/Stand stations can be provided
Walking: 50 - 300'	10%	Rarely (1-10%)	No	
Bending / Stooping: Intermittent	10%	Rarely (1-10%)	No	
Twisting	10%	Rarely (1-10%)	No	
Crawling	10%	Rarely (1-10%)	No	
Crouching	10%	Rarely (1-10%)	No	
Climbing Stairs	0%	Never (0%)	No	
Climbing Ladder: four rungs	10%	Rarely (1-10%)	No	
Balancing	10%	Rarely (1-10%)	No	
Reaching - Forward (arm length)	66%	Frequently (34 - 66%)	No	
Reaching - Overheads (to 8')	10%	Rarely (1-10%)	No	Step Stool / Ladder available and alternative personnel willing to assist
Reaching Low Level (to floor)	10%	Rarely (1-10%)	No	
Push: thirty# force	10%	Rarely (1-10%)	No	Sliding storage boxes
Pull: thirty# force	10%	Rarely (1-10%)	No	Sliding storage boxes
Lifting: <10#	10%	Rarely (1-10%)	No	
Lifting: 11 - 24#	10%	Rarely (1-10%)	No	
Lifting: 25 - 34#	10%	Rarely (1-10%)	No	
Lifting: 35 - 50#	0%	Never (0%)	No	
Lifting: 51 - 74#	0%	Never (0%)	No	
Lifting: 75 - 100#	0%	Never (0%)	No	
Lifting: >100#	0%	Never (0%)	No	
Working on Uneven Terrain	10%	Rarely (1-10%)	No	
Working Outside	0%	Never (0%)	No	
Working Around Moving Machinery	0%	Never (0%)	No	
Exposure to Heat / Humidity	0%	Never (0%)	No	
Exposure to Cold	0%	Never (0%)	No	
Using Power Tools	0%	Never (0%)	No	
Slippery Surfaces	0%	Never (0%)	No	
Noise	10%	Rarely (1-10%)	Yes	Environment can be noisy - able to work with distracted noises and busy background
Working Heights: Up to 48"	10%	Rarely (1-10%)	No	
Inhalation Exposure	0%	Never (0%)	No	
Exposure to Hazardous Materials	0%	Never (0%)	No	
Chemical Exposure	0%	Never (0%)	No	
Sensory: Hearing	100%	Continuously (67 - 100%)	Yes	No audiogram required
Sensory: Speech	100%	Continuously (67 - 100%)	Yes	Communicate verbally in English
Sensory: Near Vision	100%	Continuously (67 - 100%)	Yes	Driver's license adequate
Sensory: Far Vision	100%	Continuously (67 - 100%)	Yes	Driver's license adequate
Sensory: Color Vision	0%	Never (0%)	No	
Sensory: Glare	100%	Continuously (67 - 100%)	Yes	Driver's license adequate
Sensory: Spatial Perception	100%	Continuously (67 - 100%)	Yes	Driver's license adequate
Sensory: Congested Areas	0%	Never (0%)	No	
Sensory: Vibrations	0%	Never (0%)	No	

Frequencies are defined as follows:

Never = Not at All; **Rarely** = 0 - 24 min. per day or 0 - 5 reps per 8 hr. day; **Occasionally** = 25 min. - 2.5 hrs. per day or 6 - 100 reps per 8 hr. day; **Frequently** = 2.51 - 5 hrs. per day or 100 - 300 reps per 8 hr. day; **Continuously** = >5.01 hrs. per day or 301 - 500+ reps per 8 hr. day