



JOB TITLE:	Transportation Specialist	DEPARTMENT:	Transportation
POSITION TYPE:	Full-Time	CLASSIFICATION:	Non-Exempt
REPORTS TO:	DSLE's	DIRECT REPORTS:	N/A

REQUIRED EDUCATION:	High School Diploma or equivalent.	PREFERRED EDUCATION:	N/A
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REQUIRED EXPERIENCE:	Must be 18 yrs old or older (due to safety sensitivity of work environment) Possess a strong work ethic and high level of integrity.	PREFERRED EXPERIENCE:	Qualified Conductor / Engineer Knowledge of the FRA, GCOR, State and Federal regulations
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SALARY RANGE:	\$33.79 - \$43.56 p/h	TRAVEL REQUIREMENTS:	Occasionally
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BENEFITS:		PHYSICAL DEMANDS:	See pg. 2
☒ 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			
		WORK ENVIRONMENT:	This position operates heavy equipment in the outdoor environment, subject to all weather seasons / elements.
		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:

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

ESSENTIAL FUNCTIONS:

Deviations from the required physical demands cannot be made.

- 1) Facilitate train movements in compliance with 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 schedules 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:

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

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



PHYSICAL DEMANDS CHECKLIST

TASK	% TASK COMPLETED DURING WORKD A Y	DESCRIPTION OF %	ESSENTIAL	NOTES
Sitting	66%	Frequently (34 - 66%)	Yes	
Standing	66%	Frequently (34 - 66%)	Yes	
Walking: Up to four miles; 2.5 miles consecutively	66%	Frequently (34 - 66%)	Yes	
Bending / Stooping: Intermittent	33%	Occasionally (11 - 33%)	Yes	1 minute
Twisting	100%	Continuously (67 - 100%)	Yes	
Crawling	0%	Never (0%)	No	
Crouching	66%	Frequently (34 - 66%)	Yes	15 seconds (conductors only)
Climbing Stairs: 4 steps	66%	Frequently (34 - 66%)	Yes	
Climbing Ladder: 5 rungs	33%	Occasionally (11 - 33%)	Yes	
Balancing	100%	Continuously (67 - 100%)	Yes	
Reaching - Forward	100%	Continuously (67 - 100%)	Yes	
Reaching - Overheads (arm's length)	33%	Occasionally (11 - 33%)	Yes	
Reaching Low Level	66%	Frequently (34 - 66%)	Yes	
Push: 90# force at waist level	66%	Frequently (34 - 66%)	Yes	Throwing switches / derails
Pull: 52# force at ankle level & 100# force at waist level	66%	Frequently (34 - 66%)	Yes	Throwing switches / derails
Lifting: <10#	10%	Rarely (1-10%)	Yes	Floor to chest
Lifting: 11 - 24#	10%	Rarely (1-10%)	Yes	Floor to chest
Lifting: 25 - 34#	10%	Rarely (1-10%)	Yes	Floor to chest
Lifting: 35 - 50#	10%	Never (0%)	Yes	Floor to chest
Lifting: 51 - 74#	0%	Never (0%)	No	Floor to chest
Lifting: 75 - 100#	10%	Rarely (1-10%)	Yes	80# knuckle floor to waist - carry 10'
Lifting: >100#	0%	Never (0%)	No	
Working on Uneven Terrain	100%	Continuously (67 - 100%)	Yes	
Working Outside	100%	Continuously (67 - 100%)	Yes	
Working Around Moving Machinery	100%	Continuously (67 - 100%)	Yes	
Exposure to Heat / Humidity	100%	Continuously (67 - 100%)	Yes	
Exposure to Cold	100%	Continuously (67 - 100%)	Yes	
Using Power Tools	10%	Rarely (1-10%)	Yes	
Slippery Surfaces	66%	Frequently (34 - 66%)	Yes	
Noise	100%	Continuously (67 - 100%)	Yes	
Working @ Heights: Up to 15'	33%	Occasionally (11 - 33%)	Yes	
Inhalation Exposure	66%	Frequently (34 - 66%)	Yes	
Exposure to Hazardous Materials	66%	Frequently (34 - 66%)	Yes	
Chemical Exposure	33%	Occasionally (11 - 33%)	Yes	
Sensory: Hearing	100%	Continuously (67 - 100%)	Yes	FRA 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	100%	Continuously (67 - 100%)	Yes	FRA Testing Requirements
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	33%	Occasionally (11 - 33%)	Yes	
Sensory: Vibrations	100%	Continuously (67 - 100%)	Yes	

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