



NOW HIRING FREIGHT RAILROAD ASSISTANT CONDUCTOR

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New York and Atlantic Railway

POSITION DESCRIPTION

POSITION TITLE: Assistant Conductor/Conductor

DEPARTMENT: Operations

CLASSIFICATION: Non-Exempt Hourly

APPROVED BY: Vice President

SAFETY SENSITIVE POSITION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Assigned Train Master

GENERAL SUMMARY OF POSITION'S ESSENTIAL FUNCTIONS

Assistant Conductor/Conductor Duties – The Assistant Conductor/Conductor performs groundwork such as lining switches; operating derails; protecting movements; applying/releasing/testing brakes; coupling/uncoupling cars; opening, aligning and carrying coupler knuckles; connecting air hoses; installing, removing and/or moving telemetry devices; flagging crossings, opening/closing gates; and assisting the Engineer in positioning the train by signaling and transmitting of information to the Engineer. The position is responsible for safe delivery of all freight carried by the train and for preparation and communication of records and data. The position may also supply, inspect and perform minor repairs on locomotives, cars, and other equipment and perform other duties as assigned. The position is responsible for the safe performance of duties in compliance with all applicable government regulations, Company rules and policies, and safe job procedures.

ESSENTIAL FUNCTIONS/DUTIES

Assistant Conductor/Conductor

- The Conductor position supervises and coordinates the activities of train crews. The Assistant Conductor assists in these duties.
- Performs groundwork such as lining switches; locking and unlocking derail devices; protecting movements, applying/releasing/testing brakes (securing cars/train); coupling/uncoupling cars; opening, aligning draw bars, opening, installing and carrying coupler knuckles; connecting/disconnecting air hoses; installing, removing and/or moving telemetry devices; flagging crossings; opening/closing gates; and assisting the Engineer in positioning the train by signaling and transmitting of information to the Engineer.
- Responsible for safe delivery of all freight carried by the train and for preparation and communication of records and data.
- Responsible for the safe performance of duties and compliance with applicable government regulations, company rules, and safe job procedures.
- Notifies Engineer of switching orders and which cars are to be moved to specified locations, using electronic systems, radio, or telephone; or verbal or hand signals.
- Receives, delivers, prepares and/or transmits reports, waybills, car placement information, bills of lading, switch lists and other information and data via electronic systems, phone and/or written reports.
- Supervises and assists in making up train, picking up cars, delivering cars, classifying, and switching cars.

- Notifies the dispatcher or designated manager(s) of all incidents including damage to cars and lading, defective equipment and incidents involving railroad employees or third parties.
- Inspects and removes snow, mud and/or debris from turnouts and flangeways, and ensures alignment of switch points.
- Inspects cars (including cabooses, if applicable) and locomotives including couplings, air hoses, air pressure, brakes, trucks, rigging, load securement, and general condition. Reports all problems or defects to Engineer and designated managers.
- Performs minor repairs to cars (including cabooses, if applicable) and locomotives, including couplers, air hoses, brake shoes, bearings, and other equipment.
- Assists other workers engaged in maintenance and repair of cars (including cabooses, if applicable) and locomotives.
- Rides on locomotive or cars to observe track, switches, signals, and crossings. Also confirms signal aspects with Engineer while riding in locomotive.
- Trains and coaches crew members on safe and efficient work practices and rules compliance.
- Ensures locomotives (and cabooses and highway vehicles if used in the course of work) are supplied with fuel, consumables, proper tools, equipment, and safety equipment. Services and supplies as necessary.
- Assists other railroad crews or the crews of foreign railroads operating on railroad property. May be assigned to operate a highway vehicle to assist railroad crews or the crews of foreign railroads operating on railroad property.
- Displays warning signals, such as flares, flags, or lanterns, during potentially hazardous or emergency situations.
- Contacts and interacts with customers as deemed appropriate by Railroad.
- Supports and assists Engineer and other employees in completion of duties.
- Relieves other employees.
- Safely operates company vehicles. Conducts vehicle inspections per Company policies and procedures. Services and supplies company vehicles as needed.
- Must understand and adhere to company rules and policies, applicable FRA, TSA, and other agency regulations, and safe work rules and procedures.
- Determines that subordinates/peers are familiar with their duties and ascertains extent of experience and knowledge of the rules. Job briefs and instructs on proper, safe and efficient performance of work including identification of risks.
- Performs duties listed in the attached Job Task Analysis and incorporated herein.
- Any of the functions/duties of the Assistant Conductor/Conductor may be performed by other qualified persons when necessary or appropriate and in compliance with the rules to achieve the safe, efficient performance of service to the railroad's customers.
- The Conductor may also perform Engineer duties as described herein if certified in compliance with Federal Railroad Administration regulatory requirements.
- Performs other duties as assigned.

QUALIFICATIONS/REQUIREMENTS

- Previous railroad operations experience is not required. To be considered, candidates must have experience in at least one of the following items: relevant U.S. military experience, experience in a trade (welder, machinist, etc.), in an outdoor job (construction, laborer, etc.), as a CDL-A or B truck driver, warehousing and/or heavy equipment operation. Associates degree is preferred.
- Any employment offer for this position is contingent on results of pre-employment, interview(s), various aptitude tests, background check, physical capabilities test, pre-employment drug and alcohol screening, and a pre-employment medical exam.
- Conductors and Assistant Conductors are subject to both Company and Federal drug and alcohol programs, which include periodic random and incident-related drug and/or alcohol testing in accordance with applicable regulations (note that use some controlled substances that are legal under certain state laws are prohibited under Company procedures and federal law).

- Knowledge and understanding of and compliance with all operating rules, safety rules and safe work procedures, applicable FRA, TSA and other government regulations, and all company rules, policies and procedures are required.
- Required to pass company and regulatory certification requirements and periodic examinations and performance metrics.
- Ability to give and interpret hand signals, track flags, and signals.
- Excellent communication and decision-making skills are required.
- Vision, color, and hearing acuity as specified in 49 CFR Part 242 and/or other applicable regulations.
- Ability to read and speak English clearly. Ability to read and transmit information via multiple media including written, radio and computer equipment.
- Required to have phone access to receive calls and work notification from Railroad.
- Requires regular and timely attendance; work may be on a 24 hour on call basis 7 days a week consistent and in accordance with FRA regulatory requirements and Company policy.
- Ability to react/adapt to changing environment and respond effectively and safely in emergency situations.

Physical Activities and Requirements to Perform the Essential Functions/Duties of Position

- See attached Job Task Analysis (Job Task Analysis reviewed and confirmed as valid by T. Leopold- Chief Safety and Compliance Officer on 9/30/2016)

Education/Certifications:

- High school diploma or equivalent.
- To become an Assistant Conductor, the new hire trainee has to pass the Long Island Railroad (LIRR) Assistant Conductor Certification Test.
- All Assistant Conductors have to pass the LIRR Book of Rules test and GCOR Certification.
- Assistant Conductor and Conductor certification and periodic recertification consistent with federal and state regulations
- Assistant Conductor must successfully promote to Conductor and then to Engineer within timeframe set forth by the railroad and consistent with applicable labor agreement.
- Must have and maintain a valid driver's license; CDL is preferred, but not required.

Working Conditions

- Works both inside and outside.
- May be subject to various temperatures and conditions which may include extreme heat, extreme cold, rain, and snow.
- Exposure to high noise level, moving mechanical parts, and moving rail and other heavy equipment.
- Exposure to dust, fumes, gases, oil, and grease.
- May be exposed to toxic or caustic chemicals.
- May require wearing Personal Protection Equipment (PPE) including, but not limited to steel-toe boots, ear and eye protection, high visibility wear, etc.
- Elevated surfaces, slopes, and uneven surfaces including ballast.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization. Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

ACKNOWLEDGMENT

I acknowledge that I have received, reviewed and fully understand the information provided to me in this Job Description.

Employee Print Name

Employee Signature

Date

Supervisor Print Name

Supervisor Signature

Date

**JOB TASK ANALYSIS
LOCOMOTIVE ENGINEER/ASSISTANT ENGINEER (ASSISTANT ENGINEER)**

<p>IPCS Rating: <i>Medium/Heavy</i> Rated By Dr. Thomas Gilliam President, IPCS <i>Date Rated: 2/1/10</i></p>

Date JTA Conducted: 12/10/09	JTA Revalidated by Thomas Leopold 7-13-17	Video Available: Yes
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GMSI JOB TASK ANALYSIS			
JOB TITLE	Locomotive Engineer/Assistant Engineer (Engineer/Assistant Engineer/Brakeman) (Note: This JTA recognizes that employees need to perform both the Locomotive Engineer and Assistant Engineer roles)		
CONTACT/TITLE	Tom Leopold – Director of Safety, Operating Procedures and Evaluation Anacostia Rail Holdings	PHONE NUMBER	312-324-7361
WORK HOURS	5-6 days/week – 4-12 hour shifts		
BREAKS	Scheduled lunch and breaks or as determined terms of governing collective bargaining agreement if applicable		
GENERAL SUMMARY	<p>The Engineer operates locomotives and train consists safely, efficiently and in compliance with all applicable government regulations, company rules, and safe job procedures. The Engineer also trains and evaluates qualified student Assistant Engineer. The Locomotive Engineer may also perform Assistant Engineer duties and other duties as assigned. The Assistant Engineer performs groundwork such as lining switches; operating derails; protecting movements; applying/releasing/testing brakes; coupling/uncoupling cars; opening, aligning and carrying coupler knuckles; connecting air hoses; installing, removing and/or moving telemetry devices; flagging crossings, opening/closing gates; and assisting the Engineer in positioning the train by signaling and transmitting of information to the Engineer. The Assistant Engineer is responsible for safe delivery of all freight carried by the train and for preparation and communication of records and data. The Assistant Engineer may also supply, inspect and perform minor repairs on, locomotives, cars, and other equipment and perform other duties as assigned. The Assistant Engineer is responsible for the safe performance of duties and compliance with applicable government regulations, company rules, and safe job procedures. The Assistant Engineer may also perform Engineer duties if certified in compliance with Company and Federal Railroad Administration requirements. Works in extreme heat and cold.</p>		

SPECIFIC DUTIES

- Walks around locomotive to perform pre-trip and post-trip inspection on locomotive
- Ascends/descends locomotive steps
- Ascends/descends locomotive steps in/out of bathroom compartment
- Sits in locomotive cab and operates locomotive
- Operates controls while sitting in locomotive seat
- Communicates with Assistant Engineer and Dispatcher
- Lifts/lowers/carries Grips Bag
- Lines switches
- Applies/releases hand brakes
- Lifts/carries/positions knuckles
- Fuels locomotive
- Sands locomotive
- Lifts/lowers derails
- Adjusts draw bars
- Laces hoses
- Turns angle cock levers
- Lifts pins with pin levers
- Digs switches out of the snow
- Utilizes hand tools
- Walks along track; on ballast; sloped and uneven surfaces
- Wears Personal Protection Equipment (PPE) including steel toe boots; ear and eye protection and hard hat
- May perform other duties as assigned

GMSI PHYSICAL ACTIVITIES ANALYSIS

The physical activity checklist documents the combined activity an **Engineer/Assistant Engineer (Engineer/Assistant Engineer/Brakeman)** worker COULD perform while engaged in a combination of one or more of the general summary work tasks described during a workday. For example, the employee may crouch, stoop, squat, reach at shoulder level, reach below shoulder level, twist and bend for several hours while performing job tasks over the course of a workday. Therefore, a COMBINATION of physical activities is required and may vary from day to day depending upon job tasks assigned. All weights, lengths, distances and other measures herein are estimates for purposes of illustration.

JOB DEMAND	EXTENT	JOB DETAILS	GENERAL COMMENTS
Physical Activities	Hrs. Of Shift	Continuously, Frequently, Occasionally, Seldom, Never	
Lift/Carry/Lower 1-15 Lbs.	Up to 1/3 of shift	Occasionally	Various items
15-30 Lbs	0 to 1 hour/shift	Seldom	Grip Bag
30-50 Lbs	0 to 1 hour/shift	Seldom	End of Train Device
50-75 Lbs	0 to 1 hour/shift	Seldom	Various items
75-100 Lbs +	0 to 1 hour/shift	Seldom	Knuckle
Pushing/Pulling	1/3 to 2/3 of shift	Frequently	Lining switches; applying/releasing hand brake; various duties
Reach Above Shoulder	1/3 to 2/3 of shift	Frequently	
Reach At Shoulder	1/3 to 2/3 of shift	Frequently	
Reach Below Shoulder	1/3 to 2/3 of shift	Frequently	
Bending/Twisting	1/3 to 2/3 of shift	Frequently	
Crouching/Stooping/Squatting	Up to 1/3 of shift	Frequently	
Crawling/Kneeling	0 to 1 hour/shift	Seldom	
Climbing/Stepping	1/3 to 2/3 of shift	Frequently	Mounting/dismounting rail cars and locomotives
Kicking	0 to 1 hour/shift	Seldom	
Walking	Up to 1/3 of shift	Frequently	Ascending/descending locomotive steps: on ballast; uneven surfaces; on wet/slippery surfaces; inside shop
Standing	Up to 1/3 of shift	Frequently	Various duties
Sitting	2/3 or more/shift	Continuously	Inside locomotive cab; lunch/breaks
Repetition – Hand/Wrist Simple Grasping	2/3 or more/shift	Continuously	Various duties
Firm Grasping	1/3 to 2/3 of shift	Frequently	Lining switches; applying/releasing hand brake; various duties
Equipment Operated	2/3 or more/shift	Continuously	Locomotive
Physical Exposure			
Temperature	2/3 or more/shift	Continuously	Inside/outside
Humidity	2/3 or more/shift	Continuously	Inside/outside
Noise/Vibration	2/3 or more/shift	Continuously	Train on tracks; 90 dB train whistle at 500 feet away; 60 dB conversational speech at 1 foot away
Hazards	2/3 or more/shift	Continuously	Moving train; heights; extreme heat and cold; moving parts on equipment/machinery; walking on uneven surfaces; working in the dark; diesel and gasoline engine exhaust; contact stress

SPECIFIC PHYSICAL ACTIVITIES

Below are key examples of specific job tasks both observed and measured of an **Engineer/Assistant Engineer (Assistant Engineer/Brakeman)** worker illustrating the combination of physical activities performed over the course of a workday. All weights, lengths, distances and other measures herein are estimates for purposes of illustration.

LIFTING/LOWERING

Examples:

- Up to 116 lbs. Derail (lifts/lowers up to 4 times/shift)
- 80 lbs. Coupler knuckle
- 33.5 lbs. End of Train Device – 60” long
- 28 lbs. Grip Bag (24” x 13” x 13”)
- 8 lbs. Sledgehammer
- 6 lbs. Train Line Hose
- 3 lbs. Radio Belt
- 3 lbs. Sledgehammer – 16”
- 2 lbs. Flashlight
- MU Cables
- Various hand tools
- Lifting example: Lifts 80 lbs. Coupler knuckle from ground level (origination point) to height of 36” to replace Knuckle (destination point).

CARRYING

Examples:

- Up to 116 lbs. Derail (carries up to 4 times/shift)
- 80 lbs. Knuckle
- 33.5 lbs. End of Train Device – 60” long
- 28 lbs. Grip Bag (24” x 13” x 13”)
- 8 lbs. Sledgehammer
- 6 lbs. Train Line Hose
- 3 lbs. Radio Belt
- 3 lbs. Sledgehammer – 16”
- 2 lbs. Flashlight
- MU Cables
- Various hand tools
- Carrying example: Carries 8 lbs. Sledgehammer up to 40 yards

<p>PUSHING/PULLING</p>	<ul style="list-style-type: none"> ● Up to 184 lbs. of force to release the knuckle with the release lever ● Up to 103 lbs. of force to apply handbrake on Locomotive ● Up to 101.5 lbs. of force to line bow-tie handle switch (Assistant Engineer may line up to 50+ switches per shift) ● Pushes/pulls knuckle while changing ● Pushes/pulls knuckle pin in/out of slot ● Pushes/pulls hoses during lacing hoses process ● Pushes/pulls end of train devices while installing ● Pushes/pulls while applying/releasing hand brake ● Pushes/pulls derails ● Pushes/pulls engine controls and levers – throttle, horn, reverser, train line, engine brake ● Pushes/pulls locomotive cab door ● Pushes/pulls grips bag ● Pushes/pulls radio belt ● Pushes/pulls emergency brake valve ● Pushes emergency fuel engine stop button ● Pushes/pulls various pieces of equipment, machinery, hand tools ● Pushes/pulls while performing various duties
<p>REACHING</p>	<ul style="list-style-type: none"> ● Reaches to height of 72” to reach emergency fuel engine stop button ● Reaches to height of 68” to reach radio belt hanger ● Reaches to height of 59” to reach top of locomotive door grab bar ● Reaches to height of 44” to reach horn ● Reaches to height of 37” to reach bottom of locomotive door grab bar ● Reaches to height of 36” to replace knuckle ● Reaches to height of 35” to reach train line ● Reaches to height of 31” to reach engine brake ● Reaches to height of 31” to reach throttle ● Reaches to height of 31” to reach locomotive cab door handle ● Reaches to height of 27” to reach reverser ● Reaches to height of 24” to reach bow handle switch off ground ● Reaches to height of 19” to reach handbrake off platform ● Reaches at/above/below shoulder level to grasp rails while ascending/descending locomotive steps ● Reaches at/above/below shoulder level while fueling locomotive ● Reaches at/above/below shoulder level while sanding locomotive ● Reaches at/below shoulder level to engage/disengage end of train device ● Reaches at/above/below shoulder to utilize sledgehammer ● Reaches below shoulder to lift/lower grip bag ● Reaches below shoulder level to lift/lower derails ● Reaches below shoulder level to dig switches out from snow ● Reaches at/above/below shoulder level with one and/or both hands while performing various duties

BENDING/TWISTING	<ul style="list-style-type: none"> ● Forward/side to side/backwards while replacing knuckle ● Forward/side to side/backwards while lining switches ● Forward/side to side/backwards while fueling locomotive ● Forward/side to side/backwards while sanding locomotive ● Forward/side to side/backwards while engaging/disengaging end of train device ● Forward/side to side/backwards while handling knuckle ● Forward/side to side/backwards while applying/releasing handbrake ● Forward/side to side/backwards while lacing hoses ● Forward/side to side/backwards while handling derails ● Forward/side to side/backwards while digging switches out from snow or mud ● Forward/side to side/backwards while utilizing sledgehammer ● Forward/side to side/backwards while operating engine controls/levers ● Forward/side to side/backwards while running “long nose” – facing rear of train ● Forward/side to side/backwards while ascending/descending steps ● Forward/side to side/backwards while entering/exiting locomotive cab door ● Forward/side to side/backwards while working with hand tools ● Works with back bent forward more than 45 degrees ● Works with neck bent more than 45 degrees ● Forward/side to side/backwards while performing various duties
CROUCHING/STOOPING/ SQUATTING	<ul style="list-style-type: none"> ● While replacing knuckle ● While lacing hoses ● While lining switches ● While engaging/disengaging end of train device ● While lifting/lowering derails ● While digging switches out from snow or mud ● While entering/exiting locomotive cab door ● While inspecting or servicing locomotives or cars ● While working with hand tools ● While conducting various duties
CRAWLING/KNEELING	<ul style="list-style-type: none"> ● While engaging/disengaging end of train device ● While working with hand tools ● While conducting various duties

CLIMBING/STEPPING	<ul style="list-style-type: none"> ● <u>Ascending/descending locomotive cab steps:</u> Ground to 1st step: 22” 1st step to 2nd step: 15” 2nd step to 3rd step: 16” 3rd step to 4th step: 16” 4th step to 5th step: 13” 5th step to cab floor: 14” ● <u>Ascending/descending steps in/out of locomotive bathroom compartment:</u> Floor to 1st step: 14” 1st step to bathroom floor: 14” ● Steps up 9” to walk over rail ● Steps over debris in yard ● While conducting various duties
WALKING	<ul style="list-style-type: none"> ● On/over tracks ● On locomotive walkway – 24” wide ● While carrying grip bag ● On wet, slippery, sloped and uneven surfaces in daylight and darkness. ● On ballast ● While carrying/pushing/pulling hand tools/power tools/parts/equipment ● While performing various duties
STANDING	<ul style="list-style-type: none"> ● On wet, slippery, sloped and uneven surfaces in daylight and darkness ● On ballast ● While operating hand tools ● Applying/releasing hand brake ● While lining switches ● While lifting/lowering knuckle ● While engaging/disengaging end of train device ● While fueling locomotive ● While sanding locomotive ● While lacing hoses ● While lifting/lowering derails ● While digging switches out from snow or mud ● While performing various duties
SITTING	<ul style="list-style-type: none"> ● Inside locomotive cab chairs ● Inside shop ● On breaks/lunch ● While conducting various duties
SIMPLE GRASPING	<ul style="list-style-type: none"> ● While conducting various duties
FIRM GRASPING FIRM GRASPING (cont'd)	<ul style="list-style-type: none"> ● While lining switches ● While applying/releasing car or locomotive hand brake ● While lifting/lowering knuckle ● While fueling locomotive ● While sanding locomotive ● While changing end of train device

	<ul style="list-style-type: none"> • While handling derails • While lacing hoses • While grasping hand rails while ascending/descending locomotive steps • Picking up parts/equipment off shop floor • Grasping hand tools • Grasping grip bag • Works with wrists bent in flexion 30 degrees or more, or in extension 45 degrees or more, or in ulnar deviation 30 degrees or more • Grips unsupported objects weighing 10 lbs. or more per hand • Pinches unsupported objects weighing 2 lbs. or more per hand • While performing various duties
VISUAL ACUITY	<ul style="list-style-type: none"> • Must be able to distinguish colors displayed by signals and other information signs such as lights, flags, inspection devices, locomotive control gauges and color placards • Must be able read and understand fixed and mobile computing and communication devices
DEPTH PERCEPTION	<ul style="list-style-type: none"> • Three-dimensional vision is required along with visual acuity • Constant judging of distances, landmarks, etc. • Reading gauges, instruments, etc.
FIELD OF VISION	<ul style="list-style-type: none"> • Observe pedestrians and motor vehicles at crossings
HEARING	<ul style="list-style-type: none"> • Receives information and/or instructions from dispatchers, supervisors • Perceives and distinguishes between auditory warning devices signals, including train whistles and bells, etc.
NOISE	<ul style="list-style-type: none"> • Noise of sufficient magnitude is present while operating all equipment • Periodic passing of trains causes significant noise and requires ear protection
HAZARDS	<ul style="list-style-type: none"> • Performance of normal duties involves potential hazards including passing trains, working on and around heavy machinery, significant uneven terrain and ballast • Other environmental hazards include fumes and dust particles generated by machinery • Moving train; heights; extreme heat and cold; pinch points on switches, moving parts and train; walking on uneven surfaces; working in the dark; diesel and gasoline engine exhaust
ENVIRONMENTAL CONDITIONS	<ul style="list-style-type: none"> • Extreme cold • Extreme heat • Subject to all weather conditions

JTA Conducted By: M. Leep, M. Willis; General Management Solutions, Inc.