



**Job Title:** Field Crew Supervisor

**Company:** Omaha Track, Inc.

**Organization:** Field Crews – Steel & Ties

**Location:** Traveling Field Crew

**Site Supervisor:** Field Crew Supervisor

**Manager:** Field Manager

**Exempt Status:** Non-Exempt

**Position Status:** Full-Time

### **Position Description**

The Field Crew Supervisor is responsible for the management of their assigned field crew and railroad projects. They also serve as an operator on the crew, which entails reclaiming used railroad material with equipment.

### **Major Areas of Responsibility**

- Demonstrate and promote a safe work environment within their crew and with those they work with
- Perform the day-to-day supervisory responsibilities for their assigned field crew and railroad projects
- Coordinate all travel for their crew with the Travel Coordinator in accordance with the travel policy
- Operate a knuckle-boom to pick up and transport railroad material
- Sort railroad material, including rail sections, using specialized heavy equipment
- Identify safe stockpile locations for transfer; load rail and other track material on to trucks and into rail cars
- Conduct hi-rail operations in accordance with railroad regulations
- Coordinate with the railroad to acquire track protection for their crew
- Order and coordinate the scheduling of trucks/rail cars to the job site
- Participate in all job briefings, follow railroad protection limits, and conduct proper radio communications
- Complete the daily activity summary and submit electronically in accordance with established deadlines
- Coach/discipline crew members in accordance with policies and procedures
- Practice proper housekeeping with clean, properly maintained vehicles, tools, and equipment
- Inspect and maintain company vehicles and equipment in accordance with policies and procedures
- Accurately complete and maintain a drivers log in accordance with requirements
- Ensure compliance with all safety requirements, policies, and procedures
- Report all job site incidents and injuries to Field Manager immediately
- Complete and maintain all required safety training and certifications
- Submit crew timecards electronically by established deadlines

### **Minimum Qualifications**

- Must be at least 21 years of age
- High school diploma or equivalent preferred
- 1 - 3 years of experience operating heavy mechanical equipment is strongly preferred
- Effective verbal and written communication skills, including the ability to read, write, and speak English fluently
- Demonstrated strong mechanical and intermediate mathematical skills
- Effective listening skills, including the ability to interpret, document, and follow oral instructions
- Valid driver's license required (must not have any major driving offenses within the last three years)
- Class A or Class B CDL required (must have air brake endorsement and no manual transmission restrictions)
- Must be able to pass a railroad background check to obtain and maintain the credentials to work on railroad property (i.e. no criminal convictions within the last seven years, must not have completed a jail sentence or probation within the last five years)

**Work Requirements**

- Successful completion of the Omaha Track Operator Apprentice Program or an equivalent operator evaluation
- Dependable and consistent attendance/punctuality
- Understand and accurately interpret/follow laws, rules, regulations, and other railroad/Omaha Track guidelines
- Establish and maintain cooperative and effective working relationships with a diverse group
- Ability to use company issued technology, including a laptop and smartphone
- Ability to safely operate heavy equipment and drive a DOT regulated vehicle
- Ability to obtain and maintain a DOT medical card, required for DOT regulated vehicle operation
- Ability to transverse and work on uneven surfaces in an outdoor environment submit to all elements/conditions
- Ability to change easily from one task to another (varying in nature) and deal with competing demands
- Ability to meet all functional requirements including, but not limited to: lifting/carrying (up to 100lbs), sitting, kneeling, climbing, standing, walking, bending, squatting, pulling, finger dexterity, and reaching above/below shoulders
- Personal protective equipment must be used/worn as required

**Special Position Requirements**

- Travel: This position requires up to 24 consecutive days of travel per month

*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.*

*This job description was last updated on November 19, 2018.*