



Job Title: Field Manager

Company: Omaha Track, Inc.

Organization: Field Crews – Steel & Ties

Location: Traveling Field Crew

Site Supervisor: General Manager of Field Operations

Manager: General Manager of Field Operations

Exempt Status: Exempt

Position Status: Full-Time

Position Description

The Field Manager is responsible for managing the day-to-day operations relating to Omaha Track's projects, including the allocation of field crews, performance and personnel management, safe work practices and environment, and production. They serve as the relationship manager between Omaha Track and their assigned customer(s).

Major Areas of Responsibility

- Ensure all projects are completed on time and within budget
- Manage the day-to-day operations of all assigned crews/projects, including:
 - Monitor production and project status to ensure targeted completion meets project plan requirements
 - Define crew assignments for the team to ensure optimum rotation coverage and production
 - Facilitate crew movements, communicating travel needs to the Travel Coordinator
 - Conduct performance and safety evaluations, coaching crews to company standards
 - Complete disciplinary reports according to company policy
- Visit each assigned field crew or subcontractor at their job site at the frequency and direction of management to evaluate job performance, equipment performance, and safety
- Conduct field observations and audits for assigned crews per company policy
- Ensure crews inspect and maintain company vehicles, tools, and equipment in accordance with policies and procedures, including proper housekeeping
- Proactively manage accident prevention by increasing awareness and improving work processes and procedures
- Demonstrate and enforce the Omaha Track Safety Rules & Procedures to promote a safe work environment
- Ensure all crews maintain and complete required safety training and certifications, including compliance with all federal, state, and local rules and regulations
- Report and investigate all job site incidents, injuries, and near misses for assigned crews/as requested in accordance with the Omaha Track Safety Program
- Identify and implement work practices to reduce re-work and improve quality
- Respond to all incoming communications within established standards set by management
- Review and approve crew timecards electronically by established deadlines
- Ensure the Certified Laborer and Operator Apprentices Programs are carried out according to company policy

Minimum Qualifications

- Must be at least 21 years of age
- Bachelor's degree or equivalent work experience required
- At least 3 - 5 years of people management experience
- Valid driver's license required (must not have any major driving offenses within the last three years)
- 2 - 4 years of related industry experience preferred
- Class A or Class B CDL preferred (ideally with air brake endorsement and no manual transmission restrictions)

Minimum Qualifications, Cont.

- Demonstrated strong interpersonal skills with a focus on tact, coaching, public relations, and professionalism
- Demonstrated ability to prioritize appropriately and successfully manage projects through completion
- Strong written and verbal communication skills with a high level of accuracy and attention to detail
- 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)
- Must work well with others and promote teamwork

Work Requirements

- Strong aptitude with technology including proficiency with basic computer programs and Microsoft Office Suite
- Ability to multi-task a number of assignments/projects at one time
- Ability to establish and maintain cooperative and effective working relationships with a diverse group
- Ability to meet and maintain company driving requirements; strong mechanical aptitude
- Ability to work outdoors subject to all elements and conditions
- Ability to maintain appropriate levels of confidentiality and sensitive information
- Ability to meet all functional requirements including, but not limited to: lifting (up to 75lbs), sitting, kneeling, standing, walking (including on uneven surfaces), bending, squatting, finger dexterity, and reaching above/below shoulders

Special Position Requirements

- Travel: This position requires extensive travel (approximately 75%)

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 April 10, 2018.