**Arizona Central Railroad**

**Roadmaster Position**

The Arizona Central Railroad (AZCR) is a wholly-owned subsidiary of The Western Group and the line operator of 42 miles of railroad between Clarkdale, AZ and Drake, AZ, used for both freight hauling and the scenic excursion of Verde Canyon Railroad (VCRR).

**Location**: Clarkdale, Arizona

The Roadmaster position is required to safely and efficiently inspect, repair, and maintain the railroad track infrastructure to insure safe and efficient service to our customers. This position requires that the individual is proficient in, and can supervise team members, performing the following skills, duties, and requirements.

**Supervisory Responsibilities**:

Required to supervise Track Laborer, Truck Driver/Machine Operator, Foreman/Assistant Foreman, and Inspector/Supervisor.

**Essential Duties and Responsibilities**:

* Inspect, unload, load, distribute, pick-up, install cross ties, switch ties, other track material and ballast.
* Inspect, unload, distribute, load, pick-up, install, grind, and transpose rail.
* Inspect, load, unload, distribute, pick-up, remove, construct, maintain and repair turnouts.
* Inspect for defects, patrol, construct, install, retire, remove, surface, gauge, line and shift track.
* Inspect, protect, flag, construct, install, maintain, and repair road crossings.
* Inspect, protect, flag, construct, install, maintain, repair, paint, renew and replace bridges.
* Inspect, protect, flag, maintain, repair and construct culverts and tunnels.
* Inspect, dismantle, remove, maintain, repair and paint station facilities.
* Inspect, test, maintain, repair, construct and install scales.
* Inspect, remove, maintain, repair, construct, and install right of way, sand and snow fences.
* Inspect, construct, install, maintain, clean and paint signs.
* Cut and dispose of vegetation.
* Clean debris from switches.
* Remove snow or other foreign materials from track infrastructure.
* Accurate and timely reporting as required.
* Read and accurately interpret company documents such as safety rules, operating and maintenance instructions and federal and state regulations.
* Communicate professionally and effectively.
* Must possess a comprehensive understanding of track authority.
* Comply with performance metrics measurements and deadlines.
* Practice safe work habits and follow company and industry policies, procedures and regulations.
* Respond promptly to any accident, incident or emergency call.
* Operate, maintain, and repair vehicles and track equipment.
* Inspect completed work to insure quality and compliance with established track standards.
* Help, mentor, and train track personnel.
* Assist in training and directing track laborers.
* Obtain and operate under track warrants.
* Supervise restoration of track under traffic condition.
* Read and analyze reports, blueprints, and other technical materials.
* Assisting with provision of appropriate estimating reports (projects).
* Identify project risks and opportunities.
* Assisting with the cost estimates and proposals.
* Supervises and develops work plans, budgets and capital spending in conjunction with the COO.
* Scheduling and performance of all track activities.
* Prepare inspection reports.
* Coordinates work activities with all departments as needed.
* Attends meetings and conference calls as required.
* Evaluate and document performance of subordinate team members.

**Requirements**

**Education/Experience:**

* Must be 18 years or older.
* High school education or general education development (GED).
* Higher education or university program certificate or equivalent experience.
* Minimum 5 years supervisory experience in railroad management or the combination of supervisory experience and training in a course in track maintenance.
* Passenger Rail Experience.

**Knowledge, Skills, and Abilities:**

* Must have the ability to apply common sense and understanding to carry out written and oral instructions.
* Must have the ability to write legibly.
* Must be able to perform duties that require heavy lifting.
* Must be willing to work outdoors in varying weather conditions.
* Must be able to have a flexible work schedule.
* Must have the ability to recognize problems.
* Must have knowledge of and be able apply the Roadway Protection Rules.
* Must have a broad understanding of railroad operations.
* Must have knowledge of and be able to apply the FRA Track Safety Standards.
* Must have experience in operating railroad equipment.
* Must have the ability to apply concepts of basic math and calculate figures.
* Must have the ability to perform duties without direct supervision.
* Must have familiarity with employment practices.
* Must have familiarity with applicable governmental regulations.
* Ability to effectively manage contractors.
* Experience in capital planning.
* Experience with budget management.
* Experience in interactions with governmental agencies.
* Bilingual is a highly preferred skill for the position.

**Certificates and Licenses:**

The team member in this job must be have passed Track Ground School, GCOR Written Test, Roadway Worker Protection Written Test, Fall Protection Written Test, Maintenance of Way Safety Written Test, MSHA/OSHA Training and Certification (if required on site), CWR Written Test, FRA Track Standards Test, Track Foreman Written Test, Track Inspection Written Test, and Manager’s Training.

**Work Environment:**

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job.

The team member is regularly exposed to outside weather conditions and elements, noise, and fumes from gas, oil, and grease.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by team members assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

The most qualified candidates will be selected from the available pool of applicants without regard to race, creed, color, religion, national origin, sex, age, marital status, disability or veteran status. The selection criteria will be job-related skills and attributes as outlined above. Successful candidates must have a stable work record and exhibit safe work practices. The ability to work in a team environment with a focus on customer service is critical. Applicants must be able to read and comprehend regulations and instructions in English, as well as possess good oral communication skills. Successful applicants will be required to pass a pre-employment drug and alcohol screen and complete a medical questionnaire. Every employee is an at-will employee. All employees are expected to know and abide by standard code of Employee Conduct.

Company provided benefits: participation in the Railroad Retirement Program, company-paid medical insurance and life insurance for employee. Dependent medical and family dental and vision provided at cost for employees, paid vacation, 401(k) Program, and 9 paid holidays.