



Train Dispatcher

Job Summary

This position is responsible for providing for the safe and efficient movement of trains over an assigned dispatching district, in accordance with FGLK's operating rules and practices. Concurrently, must also allow for the maximum utilization of maintenance forces by optimizing the time available for inspection, repair and capital improvement of the railroad track structure and signals.

Safety: Comply with company and federal safety rules, policies and procedures to include wearing required safety equipment, responding to safety concerns and taking appropriate action.

Coordination: Authorize the movement of trains to provide for safe operation. Manage unexpected events and emergency situations to protect the public, railroad employees, and railroad property. Arrange for the use of track by engineering forces to permit timely maintenance while minimizing train delay and providing protection for such operation.

Reporting: Maintain detailed and accurate records of train movement and track maintenance schedules using a variety of manual processes and computerized software applications.

Primary Activities and Responsibilities

- Ensure compliance with all railroad rules, procedures, and regulations for safety, operations and the Federal Railroad Administration (FRA)
- Direct and coordinate railroad traffic, issue permits and authorities, monitor all rail movements and maintain computerized records of all activities
- Know assigned territory and keep informed of changes in the physical characteristics
- Maintain familiarity with scheduled trains, destinations, times of arrivals and departures
- Communicate with personnel on weather or any environmental conditions affecting train movement
- Coordinate movement of trains according to operating plan and customer needs
- Monitor train and track movements
- Report alleged violations of operating rules and any irregularity relating to the movement of trains.
- Plan in advance for smooth and effective movement of all trains, trains containing hazardous material or restricted shipments, and meets/passes to avoid unnecessary delays.
- Coordinate track usage with Engineering Department personnel.

Training

- Pass testing on Operating and Dispatcher rules as required.
- On the job training with a qualified dispatcher on each desk.

Minimum Qualifications

- High School Diploma/GED
- 21 years of age or older
- Valid Driver's License
- Type 25 average net words per minute
- Computer literate

Preferred Qualifications

- Experience with specialized computer dispatching equipment
- Experience as an air traffic controller, radio/tower operator

Basic Competencies

- Verbal comprehension (Understand oral and written communications-both general and technical)
- Reasoning skills (problem solving and troubleshooting skills)
- Ability to communicate clearly by radio, intercom and telephone
- Ability to analyze and prioritize multiple tasks
- Basic math
- Able to read, write and communicate (speak, hear and understand) English, as well as issue oral instructions clearly and accurately using a variety of communication devices.
- Available to work a 40 hour work week subject to overtime, on-call and alternate shifts that may include weeknights, weekends and holidays.
- Able to visually distinguish among colors on a computer display screen and distinguish specific auditory information from background and/or competing sounds.
- Able to sustain concentration on processing multiple information inputs for extended periods of time.
- Able to sit for long periods of time.
- Able to accurately input data into computer systems.

Physical Requirements

- Sedentary - No lifting over 10 pounds
- Demonstrate auditory and visual acuity and ability to recognize colors

Employment Conditions

- Work safely to prevent on the job accidents and injuries
- Work hours may include a nonstandard workweek, overtime and various shift work
- Complete annual training and pass safety operating rules examinations
- Federal regulations require random testing for drugs and/or alcohol
- Must pass all required assessments
- Must pass a background screening

- May require a post offer medical examination, including drug test and physical capabilities test
- Available to report to work with two-hour advance notice
- Work sitting for long periods of time
- Meals eaten while working; infrequent breaks
- Work tracking train and track movement on multiple mediums in fast-pace environment
- Requires frequent revision in work assignments
- Active employees must complete one year in current position or craft before applying for positions

Safety Commitment

Safety is a way of life at FGLK, encompassing every aspect of company operations. Guided by a policy of ensuring the safety of our employees, our customers and the communities we serve, FGLK works relentlessly to prevent accidents and injuries. Not only is it the right thing to do, but when a company puts safety first, everyone benefits: the employees and their families, the customers and the communities.

This is a safety sensitive position. The candidate selected for this position must successfully complete a full physical including a drug test. Passing results must be received prior to start date in new position. All candidates' safety records will be reviewed and considered when evaluating the candidate pool.

Employment with FGLK is contingent upon the successful completion of a medical examination. The medical examination includes a drug screen and a medical assessment to ensure that candidates can safely perform the essential functions of the job, with or without reasonable accommodation.

In addition, the company conducts for-cause, post-accident, and random drug and alcohol testing of its employees. FGLK will conduct an investigation into newly hired or transferred employees regarding their past employment, state and federal criminal history, military history, driving history, education, professional license or certification verification if job-related, Social Security number, prior drug history, and other job-related information.

Finger Lakes Railway Corp. is an Equal Opportunity/Affirmative Action Employer that supports diversity in the workplace