



DISPATCHER Job Description

GENERAL SUMMARY OF DUTIES:

The Dispatcher is responsible for directing the safe and efficient movement of trains in accordance with schedules, railroad operating rules and procedures and FRA regulations constantly monitoring on time performance and conditions affecting movements taking immediate action as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure compliance with all railroad rules and regulations for safety, operations, and the Federal Railroad Administration (FRA).
- Authorize the occupancy of the main track and sidings by issuing track bulletins and warrants and communicating such authorities to train crews, track crews and others.
- Create, update, maintain and distribute train schedules.
- File and organize all FRA required paperwork collected from crew reports and/or contractors.
- Take and report incidences of railroad crossing malfunctions and provide proper notifications and protection.
- Monitor Head End Crew positions and ensure upcoming trains are staffed accordingly.
- Schedule any necessary train servicing needs from outside contractors based on consist availability and schedule crews accordingly.
- Participate in preparing and administrating continuing education, training, and/or rules class material.
- Build a positive relationship with volunteers, staff, and public entities.
- Fill job vacancies as needed on operating crews.
- Give direction and share knowledge to part time seasonal staff and volunteers.
- Ensure the safe, reliable, and enjoyable working conditions of the CVSR volunteer staff.

REQUIREMENTS:

- 18 years of age or older.
- High School diploma or GED.
- Possess a valid state-issued driver's license.
- Must be able to be on call, receive calls 24/7, and have the ability to report onsite with 30 minutes.
- Must be able to successfully pass operating rules and safety test(s).
- Must be able to read, write and communicate (speak, hear and understand) English.
- Must be able to work outdoors in extreme all-weather conditions (hot, cold, rain, snow, and sleet).
- Work a 40-hour work week, with flexible hours as needed under the compliance of covered service hours.
- Must be able to use hands to perform activities involving holding, grasping, turning and pulling.
- Must be able to perform work on uneven surfaces, frequently climb ladders on/off of equipment, and work from various heights including making repairs on top of locomotives and railcars.
- Must be able to work in conditions that include loud noise and fumes, work on and around heavy and

moving machinery, bend, walk, stand and sit for extended periods of time and use hand tools.

- Follow safety policies and procedures and wear the required personal protective equipment required for the job in a safe manner.

- Must be able to operate a personal computer using Microsoft Office products.