

<b>LORAM</b> Maintenance of Way, Inc		<b>JOB DESCRIPTION</b>	
Department	Safety & Environment	Effective Date	October 2002
Job Title	Safety Coordinator	Salary Grade	
Reports to	Director, Safety & Environment	Pages	2

**SUMMARY:** Responsible for managing the Operations Behavioral Risk Improvement Program and for conducting field crew and machine safety inspections to ensure compliance with Loram safety rules and regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. To manage the Behavioral Risk Improvement Program and assure sufficient personnel are trained, appropriate observations are made, recorded and analyzed.
2. Through observation, make a determination that safe operating practices and procedures are being followed by field crews.
3. To conduct physical inspections equipment and work sites to insure proper housekeeping, proper guarding, and fire prevention techniques are being used on field machinery.
4. Inspect to assure that field employees are wearing proper personal protective equipment.
5. To provide field safety training to superintendents and crews.
6. To assist the Director of Safety and Environment in developing and assuring the effective application of safety practices, use of safety equipment, and to eliminate hazardous conditions and unsafe practices.

**QUALIFICATION REQUIREMENTS:**

**EDUCATION and/or EXPERIENCE:** Minimum high school education with college degree preferred. Familiarity with Loram Operating and Safety Rules and railroad safety practices.

Prefer knowledge of OSHA, FRA and other applicable regulations and safety standards, including procedures and methods of eliminating hazardous conditions.

**COMPUTER SKILLS:**

**LANGUAGE SKILLS:**

**MATHEMATICAL SKILLS:**

**REASONING ABILITY:**

**OTHER SKILLS and ABILITIES:**

**PHYSICAL DEMANDS:**

**WORK ENVIRONMENT:**

<b>LORAM</b> Maintenance of Way, Inc		<b>JOB DESCRIPTION</b>	
Department	Operations	Effective Date	September 2001
Job Title	Superintendent, Field Ops	Salary Grade	
Reports to	Assistant Manager, Ballast Cleaning	Pages	3

**SUMMARY:** Supervises workers engaged in the operation of railway maintenance machines by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Demonstrates a knowledge base in, and the ability to, troubleshoot hydraulic and hydrostatic systems
2. Ability to work on and troubleshoot the following electrical systems:
  - Power Generation Systems
  - Horsepower Control Systems
  - Silicone Control Rectification Systems
  - Hydraulic Lockout Systems
  - Hot Rail Systems
  - Ground Fault systems
3. Ability to manage the mechanical and operational aspects of railway maintenance equipment, including but not limited to: Spark Control, Water Systems, and Dust Systems.
4. Establish and maintain effective working relationships/communications between crewmembers, peers, managers, office staff, and customers while maintaining Loram confidentiality.
5. Ensure administration and compliance of all Loram and railroad policy/procedures
6. Assume responsibility to assure training for crewmembers in all aspects of safety policies and procedures, machine operations, machine maintenance, and identification of qualified individuals to receive advanced training.
7. Instruct, review, and give feedback to crewmembers on all major/minor work assignments.
8. Able to effectively utilize basic software packages, (Microsoft Word, Excel, and Lotus Notes.)

**SUPERVISORY RESPONSIBILITIES:** Directly supervises 4 to 14 employees.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All individuals would be required to pass a pre-employment drug/alcohol test and physical

**EDUCATION and/or EXPERIENCE:** Two years of technical schooling/training is preferred or related experience and/or training; or equivalent combination of education and experience.

**COMPUTER SKILLS:**

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must have a current and valid driver's license that is consistent with the Loram Driving Policy.

**OTHER SKILLS and ABILITIES:** The position requires traveling throughout the United States and Canada for 6-8 weeks at a time.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to vibration. The employee frequently works in high, precarious places and is frequently exposed to fumes or airborne particles and risk of electrical shock.

The noise level in the work environment is usually very loud.