



Assistant Foreman

Reports to: Vice President and Assistant Vice President of Maintenance of Way

Job Overview: The Assistant Foreman will help manage projects within the Maintenance of Way (MOW) Department such as, but not limited to, rail change outs, new track construction, tie replacement, switch building, track defect repair, and general maintenance of all rail etc. This is an entry level leadership position with the department that will be focused on training towards becoming a MOW Foreman.

Responsibilities and Duties:

- Assist Division Foreman and Division Leaders with assigned work each day including, pre-project planning, project management, and post project clean up.
- Knowledge of MOW specifications and procedures.
- Train and educate new track workers.
- Confidence to critically think on your feet.
- Manage and lead track working crews.
- Conduct daily safety briefing as needed and oversee safety on jobsites at all times.
- Report to various locations on Railroad for work each day.
- Keep worksite clean of trash and debris even if it is unrelated to the work performed.
- Use appropriate PPE to work safely.
- Adapt to change rapidly and address railroad needs in emergency situations such as, but not limited to, severe weather or derailments.
- Ability to effectively communicate with superiors and subordinates.
- Competent in all responsibilities and duties of a MOW Trackman.
- Will fill in as a Trackman as needed.

- Other duties as assigned and required.

Qualifications

- Basic construction understanding using tools such as but not limited to shovels, sledge hammers, picks, wrenches, and hydraulic tools.
- Willingness and ability to drive personal vehicle to various reporting locations.
- Ability to work alone or in mixed groups.
- Ability to work in all kinds of weather conditions.
- Must be able to lift up to, but not limited to, 70lbs.
- Ability to bend, stand, kneel or sit for long periods.
- Effective verbal and written communication skills.
- Must be at least 18 years of age.
- Finger dexterity, operation of motor vehicle, operation of equipment, manage multiple tasks/projects, close attention to detail and adapt to ever changing work environment.
- Working hours are typically Monday-Friday between the hours of 7am and 5pm but may occasionally require weekends or evenings.
- Valid driver's license.
- Operational vehicle to commute to/from work.
- Positive attitude.
- Ability to work around loud machines and equipment.
- Exposure to chemicals, noise, dust and heights.
- Ability to successfully pass pre-employment and random drug screen, physical examination, and breath alcohol test.

****Reading and Northern Railroad is an Equal Opportunity Employer****