

Durango & Silverton Narrow Gauge Railroad

Department: Maintenance of Way

Job Title: Assistant Roadmaster

Reports to: Superintendent of Operations

Type of position: Fulltime with benefits

Job Summary: D&SNG Railroad is seeking an experienced maintenance of way supervisor with strong administrative skills to lead and implement both routine maintenance planning and strategic capital projects.

Duties and Responsibilities:

- Take a leading role in the planning, administrative, and budgeting tasks related to MOW goals while supporting the Roadmaster/Superintendent directives and priorities
- Maintain and track inventory while stocking and recommending/procuring supplies
- Assist in maintaining electronic filing of all FRA inspections, compliance, and record keeping, meeting with the Roadmaster, Superintendent and outside inspectors as needed
- Manage with data, supporting the Roadmaster's initiatives while keeping solid and complete records of all MOW project status and history of work/repairs
- Assist in overseeing track workers, inspectors, and projects in the field providing clear and effective communications while promoting a culture that values thorough and relevant job briefings with each assignment
- Assist in the hiring and training process of all MOW employees, taking part in developing and maintaining curriculum and records for training in inspection, fire patrol, avalanche training, and other areas in HR support
- Track and provide MOW employee payroll/time records to the accounting dept.
- Comply and teach D&SNGRR procedures, safety, and operating rules to employees with a strong focus on creating a sincere culture of absolute safety, compliance, and team work
- Bring a proactive and creative approach to challenges, sharing opportunities for best industry practices
- Assist in the coordination of work flow and projects with other departments
- Take a leading role in helping identify risks and threats to safe and efficient operation, bringing all such concerns to company leadership
- Other initiatives as requested by management, and the D&SNG Executive team
- Job is located in Durango, Colorado

Required Experience and Skills:

- Minimum of 4 years of experience in Maintenance of Way with a Shortline or Class One railroad.
- Experience as a Maintenance of Way Foreman, leading projects and laborers in all aspects of right of way maintenance and rehabilitation
- Practical experience in track inspection with working knowledge of track classification standards and best practices
- Proficient understanding of all FRA and other regulatory requirements related to railroad right of way and track
- Possess practical hands-on experience and understanding of railway bridge, track and roadbed structure/maintenance and related governmental and industry regulations and standards
- Strong organizational, administrative, and team leadership skills
- Able to lead and execute projects providing clear communications to senior management team
- Proficient in basic computer skills/Microsoft Windows program/Excel/Word
- Must have valid driver's license

Preferred Experience

- Previous experience in roles of Assistant Roadmaster/Roadmaster
- Experience in designing, leading, and implementing strategic initiatives regarding railway track structure, right of way infrastructure, maintenance programs, and capital projects related to the same

Other Requirements:

- Must pass background check, drug screen, and physical capabilities evaluation.

Education Requirements:

- High School Diploma or equivalent. Work experience may be substituted for formal education.

Instructions to apply available at www.durangotrain.com under about us/employment. No phone calls please EOE