

Job Description



Position: Light Rail Vehicle Operator
Department: Light Rail Operations
Reports To: Director of Rail Transportation

Job Summary:

Operates Agency trains consisting of light rail vehicles (LRV's), assuming responsibility for the safety of Agency customers and equipment; performs routine vehicle inspections to ensure proper operation (such as a pre-trip radio check, lamp test, cycling of doors, and check of destination signs, etc.). Communicates appropriate information to customers, Controller/Dispatcher and others designated to receive such information. Answers inquiries from customers and others. Activates switches to ensure proper routing. Work following Agency transportation guidelines, operating rules and procedures.

Essential Job Functions:

- Ensures to the highest quality and agency's safety standards, policies and rules are followed.
- Ensures quality and safety are included in all aspects of your responsibility.
- Inspects, prepares for operation and/or reports vehicle defects found during routine vehicle inspection, to ensure safe and serviceable conditions. Reports these problems or defects to the Operation Control Center (OCC).
- Operates LRV in revenue service in a safe manner in accordance with operating rules and procedures, maintaining appropriate speed and distance from preceding vehicles, boards and alights passengers.
- Makes and brakes up train consist; operates trains in non-revenue service on main line.
- Operates switches through controls or manually; performs operations necessary to restore movement by trouble-shooting problem conditions.
- Answers customer inquiries and maintains a courteous and friendly demeanor with all HRT customers.
- Announces all special and station stops; provides proper information to customers requesting it; makes special announcements as requested.
- Notifies OCC of any emergency situation on or near right-of-way (ROW) or of service disruption, requesting appropriate additional instruction or assistance as required.
- Communicates to customers and OCC appropriate information in the event of a need to evacuate an LRV or train and then oversees the safe and orderly evacuation of the vehicle(s).
- Guides and assists customers to access alternate bus service in the event of a service disruption. Performs flagging duties during emergency situations, such as collisions, derailments or vehicle breakdowns.
- Activates switches, electrically or manually, as circumstances may warrant, ensuring correct routing.
- Maintains knowledge of HRT bus and light rail system in order to provide routine information and direction to our customers.
- Produces written reports of witnessed incidents as well as accidents, incidents and unusual conditions in which there has been direct or indirect involvement or that affect the movement of trains or the condition of Agency property.
- Reports observed defects and unsafe conditions regarding tracks, switches and related equipment while operating LRV's, and other conditions that may affect the safe movement of trains.

Required Knowledge, Abilities and Skills essential to Job Functions:

- Must be able pass LRV Operator training pre-screening quiz with 85% or higher.
- Must be able pass all quiz/test associated with LRV Operator training course with 85% or higher with 100% on signal test and re-qualify as directed.
- Must be able to secure and maintain a Virginia Commercial Drivers License.
- Ability to learn the HRT's Transit System, including the, safety regulations and guidelines; train and bus service schedules and fare structures.

- Ability to maintain an effective working relationship with Controller/Dispatcher & Supervisor.
- Ability to learn troubleshooting of HRT's Light Rail Vehicles.
- Ability to communicate orally with customers and supervisor.
- Ability to complete 90 working day probation period plus 7 week training
- Ability to read and understand training materials, operating manuals and operating and safety rules directives
- Ability to prepare clear written reports of incidents and accidents.
- Ability to maintain good customer relations.
- No more than one (1) preventable accident in the twelve (12) months immediately preceding bid on LRV Operator.

Qualifications:

Training and/or Education:

Graduation from high school or GED

Required Experience:

External candidates must have a minimum of 2 years bus Operating experience.

Licenses or Certificates:

Eligible to acquire a Commercial Driver's License

FLSA Status:

Non-Exempt

Special Requirements:

- Must be able to pass essential function test conducted by HRT Rail Operations.
- No more than three points against DMV driving record
- Must be 21 years of age or older
- Must have valid Virginia driver's license and be able to qualify for Commercial Driver's License.

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. The demands include balancing, eye-hand coordination, gripping, lifting, stooping, squatting, walking, carry object (20lb), push/pull, reaching and communication. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work involves the operation of Light Rail Vehicles their equipment.

Unusual Demands:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work involves meeting multiple demands on a timely basis. Duties may require working weekends and Holidays.

This job description summarizes the essential duties required for this position but in no way is inclusive of all duties. Other related duties may be assigned as needed by department head or supervisor. All changes must be requested through the Organizational Development or Human Resource Departments.