



Job Description

Position: Track Maintainer
Department: Light Rail Operations
Reports To: Track Supervisor

Job Summary:

Provides track maintenance and inspection activities that comply with the safety requirements prescribed in the US Department of Transportation (DOT) and Hampton Roads Transit rules and practices. Duties include inspection, repair and replacement of all related LRT track and facility infrastructure. Assigns and oversees the activities of Track Laborer workers and assists in ensuring that staff hired, or transferred into the Track Maintenance Group are trained in proper maintenance methods, and perform their responsibilities in a safe, productive, and acceptable manner.

Essential Job Functions:

- Perform maintenance projects within schedule and budget utilizing work windows allowed by operating considerations. Report delays and problems promptly, taking appropriate action to maintain effective coordination of activities.
- Assist in developing plans to meet unexpected situations, emergencies and unusual events. Assess factors and conditions affecting maintenance activities, responding appropriately when these change and keep all interested and involved parties informed of matters requiring their attention.
- Comply with all applicable policies and rules. Recommend safety procedures and standard practices to ensure maintenance activities precede safely and efficiently.
- Adheres to the highest quality standards while meeting original equipment manufacturer's requirement in the performance of all job responsibilities.
- Performs inspections of tracks and related drainage structures, paving, utilities, bridges, underpasses, and other elements related to maintaining safe operating right of way. Submits verbal and written reports of inspection findings to the Track Supervisor.
- Communicates effectively with the Track Supervisor the results of track inspection, track maintenance activities, and other relative information and to other Hampton Roads Transit personnel as necessary.
- Identify and correct imminent safety hazards for Hampton Roads Transit total rail system. Investigates, analyzes, and makes recommendations for correcting potential safety problems.
- Assist in cross training Hampton Roads Transit employees in the safe and efficient performance of track system maintenance and proper operation of required rail maintenance equipment.
- Provide guidance and direction to LRT track workers.
- Provide emergency service as needed to maintain safe, reliable and efficient LRT service.
- Ensure that services are performed on schedule.
- Ensure that daily, accurate records are maintained, and a detailed account of the specific work functions accomplished.
- Assists with inventory of spare parts to ensure parts are available to carry out track maintenance.
- Operate On Track Equipment and other maintenance equipment as required for training and maintenance activities.
- Manage records created and received in compliance with the Hampton Roads Transit Records Management Policy and Procedures.
- Responsible for maintaining a general awareness of HRT's EMS
- Responsible for handling all related job responsibilities in accordance to HRT's Environmental Policy, relevant EMS Standard Operating Procedures, and Emergency Management Plan
- Other duties as assigned.

Required Knowledge, Abilities and Skills essential to Job Functions:

- Written and verbal communication skills.
- Problem analysis and resolution skills.
- Ability to perform maintenance repair, troubleshooting, rebuilds and overhaul of rail track equipment and materials.
- Ability to analyze malfunctions in mechanical, pneumatic, hydraulic equipment and determines repair and performs track fabrication and assembly tasks.
- Knowledge of basic math skills.
- Ability to maintain accurate records and correctly use track test equipment (ultrasonic and measurement equipment).
- Ability to complete track maintenance and inspection programs.
- Ability to establish and maintain good working relationships.
- Ability to work effectively in a team environment.
- Must meet established Hampton Roads Transit goals and work standards.
- Knowledge of and experience with track maintenance safety practices as they pertain to rail transportation systems.
- Knowledge of pneumatic, hydraulic systems, testing and inspections methods/tools for track maintenance and inspections.

Required Software Knowledge and Skills essential to Job Functions:

Proficiency in using computer systems and the listed software applications associated with performance of assigned work is essential. Basic problem solving skills associated with software applications used is expected. Software usage relevant to job duties will be evaluated.

Software applications:

Email, Internet, Microsoft Word, and ability to learn the SPEARS maintenance Management System

Qualifications:

Training/Education and Required Experience:

- High school graduation or equivalent. Two (2) years of experience as railroad maintenance of way laborer including experience operating hi-rail and crane equipment.
- A combination of training, education, and experience that is equivalent to the criterion listed above and satisfies the knowledge, skills, and abilities requirements will also be considered.
- Pass HRT Track Maintenance entrance exam with a minimum 75% score.

License:

Virginia Class B Drivers License or ability to obtain within 3 months of hire.

Special Requirements:

- Ability to pass physical examination, Rail Operations Rule Book and DOT physical agility examinations and successfully complete Rail Track Equipment Training/Certification Program.
- Must meet ongoing educational, training and DOT requirements and maintain On Track Equipment Certification.

FLSA Status:

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.

- Ability to perform heavy manual labor, frequently lifting up to 50 pounds and occasionally up to 100 pounds with the assistance of applicable equipment or other employees.
- Ability to meet color and peripheral vision requirements.
- Must be able to work from heights with the assistance of proper safety equipment.
- Ability to work in all outdoor weather conditions.

Unusual Demands:

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. Work involves meeting multiple demands on a timely basis. Duties will 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 Resources Department.