



## Engineer-Conductor

### Purpose

The Engineer-Conductor is responsible for the safe and reliable operation of SMART trains, courteous and professional interaction with passengers, and inspection of fares.

### Description

This position is a dual-certified position consolidating the responsibilities of an Engineer and a Conductor into a single dual-certified classification. This position is responsible for the operation of SMART trains in accordance with SMART and Federal Rail Administration (FRA) rules, operating procedures, and guidelines. Operation of trains will be under the direction of an on-duty Controller-Supervisor, either according to a current schedule or as an unscheduled extra, and on a revenue or non-revenue basis. Engineer Conductors will also be required to operate material handling trains using a freight locomotive. This position will be responsible for the safety of customers, equipment, fellow staff members and the general public during operation of the train, and for the enforcement of SMART's fare collection system through the inspection of fare payment instruments under a proof-of-payment fare collection system. Enforcement of other SMART rules and ordinances will also be required of this position. This position will make announcements when required, and will be responsible for communicating appropriate and pertinent information to Operations Central Control, customers, supervisors, and others designated to receive such information. The responsibilities of this position will vary on a weekly rotating basis. One week some incumbents will be responsible for the Engineer duties while other incumbents will be responsible for the Conductor duties. The duties will be assigned on a rotating basis. SMART reserves the right to assign Engineer-Conductor duties on a non-rotating basis as needed to fulfill operational needs or in an emergency situation. This position will also be responsible for incidental housekeeping and cleaning of trains at terminals.

### Duties and Responsibilities include, but are not limited to the following:

*Class specifications are intended to present a descriptive list of the range of duties performed by, and minimum requirements required of, employees in the class. Specifications are not intended to reflect all duties performed within the job. SMART reserves the right to determine and amend job responsibilities.*

- Inspects and prepares trains for operation, and/or reports vehicle defects found during routine vehicle inspection to the appropriate staff in order to ensure safe, serviceable conditions.
- Operates trains according to schedules in full compliance with all applicable operating and safety rules.
- Is in overall charge of the train, interacts with passengers, enforces the SMART fare ordinance, and other SMART rules and ordinances, and coordinates with first responder incident commanders under emergency conditions.
- Responsible for code compliance and as such are classified as Public Officers under the law with Powers of Arrest only while on official duty and only in the performance of Engineer-Conductor duties and capacity.
- Arrests may be occasionally necessary.
- Prepare incident and arrest reports, as well as testify in court when subpoenaed.

- Issues citations for fare evasion, trespassing, theft, and other infractions as required.
- Acts as liaison with first responders.
- Complies with rules governing responses to SMART's cab and wayside signals system.
- Between trips, and during paid time between parts of runs, performs other duties as assigned, including cleaning or sweeping out trains, assisting passengers, handling delivery of internal SMART mail, and other operations-related functions.
- Operates trains in non-revenue service on mainline, in yards, and during maintenance, testing and inspections.
- Operates locomotive-hauled work trains and freight trains handling SMART materials on the Mainline and on the Brazos Junction Branch.
- Monitors cab console and radio communications to ensure that trains are operating in full compliance with all applicable rules and Supervisor-Controller's instructions.
- Observes passengers entering and exiting train doors for any safety or security issues.
- Detects any boarding or alighting problems and takes corrective action.
- Answers customer inquiries and maintains a courteous and friendly demeanor with all customers.
- Ensures proper operation of automatic on-board public announcement system, and, if necessary, makes on-board or exterior announcements, and special announcements as necessary or as requested by Operations Central Control.
- Performs switching, make-up and break-up of trains, as well as ground tasks such as coupling and uncoupling of passenger and freight cars, making and breaking air and electrical connections, and operating track switches.
- Takes procedural and/or necessary action during emergencies such as evacuating passengers, administering CPR and first aid, and/or using a fire extinguisher during emergencies.
- Communicates to customers and Operations Central Control appropriate information in the event of a need to evacuate a train.
- Oversees the safe and orderly evacuation of a train maintaining maximum control of such a situation in accordance with prescribed emergency procedures.
- Notifies Operations Central Control of any trespassing or emergency situations on or near right-of-way, or of service disruption, requesting appropriate additional instruction or assistance as required.
- Reports observed defects and unsafe conditions regarding tracks, switches, signals, and other related conditions that may affect the safe movement of trains.
- Reports observed equipment failures and malfunctions of a mechanical or electrical nature to Operations Central Control.
- Produces written reports of witnessed incidents, accidents or unusual circumstances that affect the safe movement of trains or the condition of SMART property.
- Troubleshoots mechanical and electronic problems in service, working with Controller-Supervisors and Vehicle Maintenance personnel to isolate problems, take corrective action, and restore service as quickly as possible.
- Maintains required logs of work activities and Hours-of-Service.
- Completes forms to report unusual circumstances and action taken to resolve or address issue.
- Uses a variety of communications equipment, including public address system, two-way radios and emergency telephones.
- Monitors and learns to apply changes in operating and emergency procedures.
- Is responsible for knowing current rules, policies and procedures.

- Must be aware of daily bulletins and announcements, and any revisions to policies and procedures.
- Operates trains through vehicle washing machinery, and to and from proper storage locations in the yard.
- Turns in all lost articles found on train to the proper staff.
- Adheres to SMART's guidelines and policies regarding appearance and uniform.
- Performs other duties as assigned.

## **Qualifications, Skills, Knowledge and Abilities**

### **Minimum Qualifications:**

- Must possess a high school diploma, GED or recognized equivalent.
- Three (3) years full time equivalent of verifiable experience operating trains in a general Railroad System environment.
- Must be a Federal Railroad Administration Certified Locomotive Engineer.
  - Must possess a current certification issued by a railroad with a Certification Program that complies with the rules of, and is approved by, the Federal Railroad Administration as described in 49 CFR Part 240.
- Must meet or exceed the requirements for certified Conductor.
- Must be at least 21 years of age.

### **Other Qualifications**

- Must be able to successfully pass a pre-employment medical exam that uses the standards of the California Commercial Driver's license.
- Must possess a valid driver's license and be able to acquire and maintain a valid California driver's license within sixty (60) days of employment.
- Must have a satisfactory driving record meeting Federal Railroad Administration requirements:
  - SMART is required to consider the following incidents for the preceding 36 months prior to SMART certification:
    - A conviction for or a completed state action to cancel, revoke, suspend, or deny a motor vehicle driver's license for operating a motor vehicle while under the influence of or impaired by alcohol or a controlled substance.
    - A conviction for or a completed state action to cancel, revoke, suspend or deny a motor vehicle driver's license for refusal to undergo such testing as is required by State law when a law enforcement official seeks to determine whether a person is operating a vehicle while under the influence of alcohol or a controlled substance.
  - If such an incident as described above is documented, SMART will follow 49 CFR Part 240.115.
- In addition to the FRA satisfactory driving record requirements, SMART requires the following:
  - No more than two moving violations and/or "at fault" accidents with the last 3 years;
  - No "at fault" in a fatal accident within the past 5 years;
  - No leaving the scene of an accident within the past 3 years;
  - No DUI's or Reckless Driving codes within the last 7 years on the current DMV printout.

### **Skill in:**

- Interpreting and applying oral and written instructions in a consistent manner.
- Dealing with individuals from various socio-economic groups, as well as those with different levels of mobility, in a tactful, calm and confident manner.

- Completing forms and reports clearly and accurately.
- Observing and detecting unusual, hazardous, or emergency situations and taking appropriate action within prescribed guidelines.
- Communicating effectively using a two-way radio, telephone and public address system.

### **Knowledge of:**

- Operating and safety rules governing the movement of trains.
- Methods and techniques of dealing effectively with varied groups and individuals under both emergency and routine situations.
- The use of basic office equipment, such as a phone, computer, keyboard and printer.
- General first aid and CPR.

### **Ability to:**

- Maintain a positive attitude while working within a highly structured system of rules and procedures.
- Demonstrate a high level of psychological adaptability to a stressful work environment requiring concentration, attention to safety and to detail, consciousness of time and teamwork.
- Ability to demonstrate considerable judgement is required in dealing with emergency situations, enforcing regulations and in coordination of other personnel, first responders, and emergency personnel.
- Make logical decisions that evince sound thinking within a framework of rules.
- Maintain a SMART Locomotive Engineer Certificate issued in accordance with Federal Railroad Administration regulations 49 CFR Part 240.
- Maintain a SMART Conductor Certificate issued in accordance with Federal Railroad Administration regulations in 49 CFR Part 242.
- Read, learn, understand, and retain:
  - SMART Operating Rules;
  - General Code of Operating Rules;
  - SMART Employee's Timetable and Special Instructions;
  - SMART Safety Rules;
  - Guidelines of the Federal Railroad Administration; and
  - Other regulations as assigned by SMART management.
- Communicate orally in a clear, concise, articulate manner with customers, supervisors and Operations Central Control.
- Maintain good customer relations.
- Operate a train safely.
- Maintain a constant state of alertness and work in a safer manner.
- Assist in the evacuation of passengers from a disabled train, including disabled passengers.
- Successfully complete a 40-hour Penal Code 832 course to provide basic foundation for laws of arrest for issuance of citations.
- Properly document incidents and provide professional testimony in court if required.
- Obtain certification in CPR, AED and basic first aid.
- Perform the physical requirements of the job.
- Work irregular work hours, early and late shifts, holidays and weekends;
- Understand, read and communicate (both orally and in writing) in Standard English.

### **Physical Work Conditions**

The physical demands and work environment are characteristic of a train, station and yard

environment; Work is done in confined spaces, primarily but not exclusively in an operating cab; Engineer-Conductors in the cab are subject to continuous observation by an interior video camera. Some work is performed outdoors, and is subject to inclement weather. Engineer-Conductors are subject to external road noise as well as noise within the train yard. Engineer-Conductors may need to shout to communicate. Engineer-Conductors are subject to considerable vibration. These conditions are representative of those an employee encounters while performing the essential duties and responsibilities of this job.

### **Physical Requirements**

- Must be physically able to:
  - Climb safely using three-point contact from the level of the track ballast into a SMART passenger car whose floor is located 48” above the top of the rail.
  - Walk safely to or along tracks and trains, in the yard, on the mainline and branches and spur track. May require walking on uneven surfaces.
  - Climb into trains or a locomotive cab.
- Requires maintaining the physical condition necessary for sitting for prolonged periods of time and for walking, bending, stooping and climbing.
- Must have the ability to frequently reach, lift, maneuver and carry objects of varying dimensions and weights up to one hundred (100) pounds.
- Must have manual dexterity and good eye-hand coordination.
- Must meet or exceed Federal Railroad Administration standards for vision and hearing acuity.
- Requires maintaining a condition of mental alertness and an ability to sustain concentration on signals and detailed observation of wayside conditions without becoming fatigued or bored.
- Must be able to perform or assist in the safe evacuation of overweight and/or potentially disabled passengers from a high floor (48” above top of rail) passenger train car onto the track ballast level.
- Must be able to occasionally carry, kneel, crawl, balance, crouch, push/pull, type and utilize a mouse.
- Must be able to regularly stand, walk, climb and reach overhead. Must be able to constantly visually distinguish colors and symbols, hear, sit for prolonged periods of time, drive a motorized vehicle and utilize manual dexterity to grasp objects.
- Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **Position Details:**

- Base Hourly Wage : \$38.22 - \$44.96 per hour.
- There is a 12-month probationary period following appointment to this position.
- FLSA Status: Non-Exempt
- This position is non-sworn and unarmed.
- A thorough background check will be required including, but not limited to: current and past employers, personal contacts, education verification. A credit report will be required for positions covered under Labor Code 1024.5.  
(A complete list of background checks documents will be provided upon request).
- Position subject to Hours of Service DOT and FRA Regulations.
- Position subject to DOT and FRA Drug and Alcohol Testing Regulations.
- A pre-employment physical, including a urinalysis drug screen, will be required,
- A pre-employment psychological screening, administered by a licensed/certified psychologist, will be required.

- Train Operators may be required to report to and from any location on the railroad.

The Sonoma Marin Area Rail Transit District is an Equal Opportunity Employer

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