

Transportation Operating Rules Trainer

Full Time Professional

Denver, CO, US

Today Requisition ID: 1561

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Salary Range: \$90,000.00 To \$97,000.00 Annually

Job Title: Transportation Operating Rules Trainer

Industry: Commuter Rail Operations

Reports to: Chief Transportation Officer

Position Summary:

The **Transportation Operating Rules Trainer** is responsible for interpreting and overseeing the training of the RTDC Operating Rules and Timetable Special Instructions and is the primary liaison to the FRA for all matters related to the Operating Rules. This includes managing the railroad's program of instruction on operating rules and the railroad's program of operational tests and inspections. The Transportation Operating Rules Trainer also acts as the internal expert for the interpretation and application of the FRA Control of Alcohol and Drug Use Program.

Description of Duties:

- Develop, update and revise as necessary the RTDC Operating Rules and Timetable Special Instructions – coordinating with other departments as necessary
- Lead the operating rule committee in reviewing, developing and implementing necessary rules changes.
- Develop training curriculums and train DTO employees on the RTDC Operating Rules, Timetable, EPREP and other FRA required training documents, ensuring that it meets all FRA requirements for DTO Employees

- Develop training curriculums and train Second Crew Member employees on the RTDC Operating Rules, Timetable, EPREP and other FRA required training documents, ensuring that it meets all FRA and DTO requirements for Second Crew Member duties
- Develop training curriculums and train Dispatcher employees on the RTDC Operating Rules, Timetable, EPREP and other FRA required training documents, ensuring that it meets all FRA requirements for DTO Employees
- Maintain all Transportation department training records and files
- Maintain and oversee the FRA re-certification program for all Operator Certified employee
- Develop and train DTO Employees to the railroad's program of instruction on operating rules ensuring it meets all FRA requirements
- Develop training curriculums for annual rules classes, rules blitzes and re-certifications,
- Retrain train operators after de-certifications
- Assist in the preparation of General Orders, Bulletin Orders, General Notices, Operations Notices and other documents ensuring they meet all FRA requirements.
- Provide guidance to field personnel and administrative staff on the interpretation and application of the FRA Control of Alcohol and Drug Use Program for hours of service covered employees.
- Participate in FRA, American Public Transportation Association (APTA), and other industry workgroups regarding railroad operations safety.
- Develop and train other railroads on the RDTC Operating Rules and Timetable (Amtrak, BNSF, Rocky Mountaineer and other 3rd party railroads operating on DTO property)
- Communicate Orders to other railroads (Amtrak, BNSF, Rocky Mountaineer, and other 3rd party railroads operating on DTO property)
- Schedule and monitor OJT hours and training documents
- Identify and train instructors for OJT training
- Supports the Hearing officer for disciplinary matters including required paperwork and recordkeeping

- Assist in New Hire Training and Annual Rules Class Instruction
- All other duties as assigned

Qualifications:

- High school diploma or GED required; bachelor's degree preferred
- Minimum of five years of experience in the application of railroad operating rules in an FRA regulated environment preferred. Minimum 2 years' experience as a trainer in FRA regulated environment preferred
- Prior Railroad supervisory experience preferred
- Expert knowledge of FRA regulations including but not limited to 49 CFR 217, 49 CFR 219, and 49 CFR 240/242
- Must have and maintain FRA 240/242 class I certification
- Expert knowledge of railroad operations and operational safety; passenger service experience a plus
- Ability to communicate effectively both orally and in writing
- Ability to interact constructively; establish and maintain cooperative working relationships with internal or external stakeholders and employees at all levels of the organization
- Excellent project management skills
- Ability to maintain confidentiality of sensitive information
- Proficient with Microsoft Suite Applications: Word, Excel, Power Point, Etc.
- Must be available 24 hours/7 days a week with the ability to work evenings and weekends as a normal course of business
- Must be eligible to work in the U.S. and successfully pass a pre-employment background check
- Must pass a pre-employment drug screening and be willing to comply with the DTO Drug and Alcohol Policy
- Must possess a valid Colorado driver's license

- Proficiency in software applications used to analyze data and prepare correspondence and reports
- Must pass a pre-employment physical examination to include FRA vision and hearing requirements
- Must sign a release of records authorizing all previous railroad employers to provide DTO with background information, if applicable
- In accordance with FRA regulations, previous railroad service records must be void of any drug and alcohol violations within the previous 60 months
- Applicants must provide a certified copy of their motor vehicle driving record from the chief of the state licensing agency in which the applicant was last issued a license and any license(s) issued or reissued from other state(s) within the preceding 60 months. Motor vehicle records must be void of any drug and alcohol violations within the previous 36 months.
- Must have a motor vehicle driving record void of any convictions or state action canceling, revoking, suspending or denying a driver's license for operating a motor vehicle while under the influence of or impaired by alcohol or a controlled substance within the last 60 months or a record of refusal to undergo such testing as required by state law within the last 60 months