



TRAIN OPERATOR

FC: OB160
PG: TW-II
FLSA: Non-Exempt

PC: 621
BU: 10 (ATU)
Created: March 1986
Revised: August 6, 2008

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, operates trains on a revenue or non-revenue basis; maintains communication with passengers and other District personnel; and performs related duties as assigned.

CLASS CHARACTERISTICS

Incumbents in this class are physically located on the trains to ensure that operating conditions are maintained within acceptable parameters and to take action in emergency or unusual situations. This class is distinguished from Operations Foreworker in that the latter is a supervisory class responsible for rail operations on an assigned shift.

REPORTS TO

This position reports to Operations Foreworker.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Monitors console and radio communications to ensure that vehicles are operating within established guidelines.
2. Observes and detects problems with passengers entering and exiting train doors and takes corrective action; observes and detects hazards on the track, in the station or platforms, or on the train itself, reports them to Operations Control Center personnel via radio, and takes necessary corrective action.
3. Makes announcements to passengers regarding station arrivals, transfer points, delays and emergencies and answers passenger questions.
4. In yards, on test tracks, turntables and wash facilities, follows directions from Tower personnel and operates console to move trains as directed.
5. Takes prescribed action such as evacuating passengers, administering first aid, and using a fire extinguisher during emergencies.

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6. Reports basic equipment malfunctions of a mechanical or electrical nature to Operations Control Center; works with Foreworkers and technicians to isolate reported problems.
7. Maintains logs of work activities; completes forms to report unusual circumstances and action taken.
8. Uses a variety of communication equipment, including a public address system, two-way radios and emergency telephones.
9. Monitors and learns to apply changes in operating and emergency procedures.
10. Maintains and upgrades knowledge of policies and procedures as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of dealing effectively with varied groups and individuals under both routine and emergency circumstances.

Skill in:

Interpreting and applying oral and written instructions in a consistent manner.

Dealing with individuals from various socio-economic groups, including the disabled in a tactful, calm and confident manner.

Maintaining accurate basic records and completing brief forms and reports clearly and accurately.

Working independently and exercising sound judgment in a variety of situations.

Detecting unusual, hazardous or emergency situations and taking appropriate action within prescribed guidelines.

Learning the policies and procedures pertaining to the work, including train operating processes, station and track layout, and the procedures to follow in unusual or emergency situations.

Communicating effectively using two-way radio, telephone and public address systems.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED or recognized equivalent.

Experience:

Three (3) years of (full-time equivalent) verifiable experience interacting with the general public in a variety of situations.

Other Requirements:

Must possess and maintain a valid California driver's license and have a satisfactory driving record.

Must be able to obtain and maintain District certification as a Train Operator.

Must be physically able to step over high voltage third rail, walk to trains along tracks, and climb into train cab.

Must be able to successfully pass a pre-employment medical exam that uses the standards of the California Commercial driver's license, and maintain a valid California driver's license.

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Must be willing to work off-hours shifts, holidays and weekends.

Must be able to understand, read and communicate (both orally and in writing) in English.

WORKING CONDITIONS

Environmental Conditions:

Train and station environment; work in confined space; exposure to cold, heat and noise, inclement weather, and high voltage.

Physical Conditions:

Requires maintaining physical condition necessary for sitting for a prolonged period of time, and for walking, bending, stooping and climbing.

EEOC: 07

Safety Sensitive Designation: Yes