

**Job Description**

Job Title: Railroad Safety and Compliance Specialist

Reports To: Manager of Administrations

**Education and Training:**

* High School Diploma/ GED required.
* College Degree preferred.
* Must possess a valid driver’s license.
* Driving record must allow the ability to drive company vehicles pers insurance and company requirements.
* Office experience preferred.

**Competencies:**

* To perform this job successfully, an individual should demonstrate the following competencies:
	+ Strong organizational skills.
	+ Detail oriented.
	+ Self-motivated.
	+ Proficient in Microsoft Office.
	+ Great communication skills.
	+ Excellent time management skills with the ability to prioritize and multitask.
	+ Ability to problem solve.

**Essential Duties and Responsibilities (not limited to):**

* Assist management in organizing and administering safety training and compliance programs.
* Stay informed of all regulatory structures and changes within the railroad industry.
	+ This means interpreting new policies, procedures and guidelines set by the FRA and updating our programs accordingly.
* Kee all documentation updated and correct in electronic and paper format.
* Carry out regular internal audits to verify compliance as well as annual audits with the FRA.
* Assist customer service throughout the day as needed.
	+ Rotating night and weekend work at home.
	+ Communicating between transportation and customers
	+ Daily movement of railcars in the Wabtec TMS system.
* Completing general office tasks and administrative duties.

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**Acknowledgement:**

I understand and agree that it is my responsibility to read this description in its entirety. I also understand and agree that this job description is not designed to cover or contain a comprehensive listing of all duties, responsibilities, competencies, physical demands, or working conditions that are required of the employee for this job. Duties, responsibilities, competencies, physical demands, or working conditions may change at the discretion of KBN Inc. with the Minnesota Northern Railroad, Dakota Northern Railroad, and the St. Croix Valley Railroad. I also understand and agree that KBN Inc. retains the right to eliminate the position or reassign me to another position and that my employment is at will and that KBN Inc. may terminate the employment relationship at any time, with or without cause or notice.

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Employee Printed Name Date

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Employee Signature