



December 2022

# Train Dispatcher

The Belt Railway of Chicago is currently seeking a Train Dispatcher. The position is represented by The American Train Dispatchers Association (ATDA), with monthly dues required.

## Qualifications

- Demonstrated ability to direct employees, engaged in the movement of trains and other on-track equipment, in accordance with the operating rules and procedures
- Must successfully complete a Train Dispatcher's training program which includes examinations on the operating rules, instructions governing operation of signals and interlocking, employee timetables and physical characteristics
- Must be able to communicate successfully with a variety of disciplines and levels, both internal and external staff
- Multi-tasking capabilities and a strong attention to detail
- Must be 18 years of age or older

## Responsibilities

- Must coordinate and prioritize maintenance of track and signal work, together with the efficient movement of scheduled trains
- Direct train movement and accurate routing of trains
- Use computers and internal systems to direct train movements to meet operational goals
- Actively collaborate with other train dispatchers, train and engine crews, maintenance personnel, of the BRC and other connecting railroads
- Adapt to any unforeseen situations that affect train movement
- Comply with all applicable safety regulations and rules as required by Federal Law
- Complete documentation required for train movements, track assignments, and other events
- Perform other job-related duties as assigned

- Comply with and ensure staff compliance with all safety rules and procedures and report all hazards as required.
- While performing the responsibilities of the job, the employee will spend extended hours in front of a computer screen
- Understand that individuals hired to work in this position will be expected to work evenings, nights, weekends, and holidays
- Must be GCOR qualified, Trainee must pass an examination on rules prior to completing the training period
- Attend and participate in all assigned training, especially those pertaining to safety and security
- Good communication skills and good color vision required