



Job Description - Regional Manager

Position Objective:

The position will report directly to the General Manager. The primary function of the Regional Manager will be to take daily leadership, management for the Union Pacific Railroad Mechanical Inspection Operations.

Principle Responsibilities:

Customer Relations

- Maintain regular contact with customers and be available to address their questions and concerns 24 hours a day/7 days a week.
- Attend all customer meetings as required, or ensure appropriate ISS representation as necessary.
- Monitor e-mail and handle all customer requests.
- Ensure all weekly & monthly customer safety meetings are attended.

Employee Supervision

- Hires, trains, develop and appraise staff. Takes corrective action as necessary on a timely basis and in accordance with company policy. Consults with Human Resources as appropriate.
- Manage employee performance. Conduct annual employee reviews and make recommendations for merit increases.
- Ensure all customer and ISS training and policy requirements are met.

Operations

- Inspect intermodal equipment as required.
- Monitor production number of Mechanical Inspectors on a daily basis.
- Manage any special projects from the corporate office.
- Manage ISS truck fleet for regular inspection, service and safety.
- Create and maintain a safe workplace.
- Monitor all ISS processes and work flows.
- Ensure weekly ISS safety briefings are reviewed and tests are completed.

Administrative

- Budget responsibility over travel, equipment and staff.
- Communicate staffing needs to corporate.
- Manage field audits of truck logs.
- ***Review weekly time sheets for each location and ensure time and attendance are being correctly recorded and reported.***

Key Competencies

- Ability to prioritize, demonstrated organizational and planning skills.
- Strong decision making and problem solving skills.

- Excellent communications and coping skills.
- Experienced in employee supervision including discipline and mentoring/employee development.
- Basic knowledge of mathematics.
- Intermediate computer skills.

Minimum Requirements:

Must have minimum, 3-year recent Transportation Industry and mechanical experience (equipment surveying, knowledge of repair shop estimates, intermodal operations, etc.), at least 3-5 year experience in supervising and managing subordinate employees. Must possess a valid Driver's License and have acceptable driving record. Must be able to pass criminal background screening and will be required to obtain security clearance by all Class I Railroad Companies. Travel requirements up to 25%.

Physical Requirements:

- May be required to work in extreme weather conditions.
- Must be able to do extensive walking, some on uneven surfaces.
- Must be able to lift a ladder (as needed).
- Must be able to climb into and out of intermodal equipment (includes containers & trailers, which are approximately 4 feet off the ground), using the 3 points of contact method.
- Must be able to check *under* intermodal equipment as needed.
- Must be able to drive an ISS vehicle safely.

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position

Employee Signature

Date