



**Position Title:** Area/ Location Manager

**Reports to:** Regional Manager

This position is responsible for the overall performance of the location and/or area assigned. The Area/Location Manager is responsible for the recruiting, hiring, mentoring coaching and discipline for all employees within the location. Additionally, this position is responsible for maintaining positive and professional relationship with the railroad management at the location. This position is responsible for the 24/7 service and coverage to RCX railroad clients.

### **Primary Job Responsibilities**

- Conducts regular observations to ensure proper procedures are followed by drivers
- Conducts pre-employment and all random drug and alcohol tests, including mailing to lab if required
- Responsible for initial investigation of employee allegations. Coaching and disciplining when applicable or escalating to HR.
- Responsible to ensure all drivers are scheduled and work within their Hours of Service (HOS)
- Engages railroad to determine possible hub closure due to weather conditions and keeps dispatch informed
- Responsible for obtaining statements and pictures of all accident incidents and forwarding to Risk Department
- Direct employees that have been in accidents to approved facilities or providers for Work Comp injuries/claims and completes required documents
- Communicates with injured drivers to schedule return to work
- Reviews camera clips daily and provides coaching regarding performance captured in the reviews
- Conducts Job Fairs, interviews and hires for Drivers, Lead Drivers and PDS'
- Organizes and schedules all training facilities and materials
- Trains all newly hired employees for location
- Conducts day 1 of driver training
- Conducts ride-along evaluations
- Provide supervision of all positions in location
- Ensures all training documentation is completed and submitted to the appropriate department
- Mentor and coaches all positions within the location
- Responsible for disciplinary actions and terminations with staff and providing documentation timely to HR.
- Schedules and leads employee meetings
- Builds and manages all Professional Driver drive time schedules and days off
- Controls and submits all non-revenue payroll adjustments
- Update driver boards and keeps dispatch informed of changes
- Works directly with dispatch to cover road trips
- Fax all shift/MPV paperwork to appropriate department
- Works with railroad regarding reported Yard Safety issues

- Initiate approval from fleet for all vehicle repairs
- Responsible for scheduling and ensuring regular maintenance and repair of all vehicles in location
- Arranges transport of all vehicles for repairs and maintenance work
- Regularly inspects vehicles to ensure all documentation is current and present
- Performs and submits monthly safety vehicle inspections
- Distributes company communications as required
- Responsible for taking employee call-ins when drivers can't work
- Maintain professional relationship with railroad personnel

**Minimum Requirements**

- Current valid state issued Driver's License issued by the State of Residence
- No record of Drug or Alcohol related convictions within the previous 3 years
- No careless, reckless or failure to control violation in last 3 years
- No auto theft conviction in last 3 years
- No more than 2 moving violation within the last 3 years
- Must be cleared by e-railsafe

**Physical Qualifications**

- Must be a minimum of 21 years of age
- Ability to lift up to 50 lbs.
- Position requires extended periods of time sitting, usually driving
- Ability to safely operate company vehicle
- Employees must be able to meet the physical requirements of the Federal Motor Carrier Safety Act's, Section 391.41 (if required) by submitting and passing a DOT physical examination.
- Ability to hear instructions and directions over the phone and/or radio.
- Submit to and received negative drug and/or alcohol test

**Personal Qualifications**

- Excellent interpersonal skills
- Strong attention to detail
- Strong organizational skills
- Previous management experience preferred

I understand, accept and will comply with the above requirements as a Location Manager with RCX. If at any time my situation changes I agree to voluntarily notify RCX within 24 hours of the change in my ability to fully function in the Location Manager position.

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Signature

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Printed Name / Date