



## Job Description

**Position:** Rail Hostler  
**Department:** Rail Maintenance  
**Reports To:** LRT Maintenance Supervisor

### **Job Summary:**

Rail Hostlers perform a variety of assignments related to Light Rail and non-revenue vehicle maintenance, cleaning and servicing. Rail Hostlers will work collaboratively with Rail Operators and Controllers to effect timely dispatch of high quality revenue service. Employees working this position must possess a Class "B" VA Commercial Driver's License. Rail Hostler employees use a multitude of hand tools, equipment, chemicals, cleaning agents, forklift trucks and company vehicles in the performance of the essential job functions.

### **Essential Job Functions:**

- Operates Light Rail Vehicles within the confines of the storage yard and maintenance building. Operates a variety of non-revenue equipment in varying operating situations as required.
- Performs light maintenance and inspection on revenue and non-revenue vehicles as assigned.
- Responsible for configuring yard arrangement and vehicle configuration for timely service pull-out. Reports vehicle locations to OCC on a regular basis. Uses various forms of data and paper or electronic forms in the performance of this function.
- Responsible for the replenishment of vehicle consumables including but not limited to; traction sand, windshield washer fluid, lubricants and the like. Records usage on a vehicle basis.
- Adheres to the highest quality and safety standards while meeting original equipment manufacturer's requirement in the performance of all job responsibilities.
- Performs light and heavy vehicle cleaning using a variety of cleaning equipment.
- Must meet ongoing educational, training and DOT requirements and maintain On Track Equipment Certification to be retained in the position.
- Performs other duties as assigned.

### **Required Knowledge, Abilities and Skills essential to Job Functions:**

- Written and verbal communication. Must be able interpret and carry out verbal and written assignments.
- Problem analysis and resolution skills.
- Ability to perform maintenance repair, troubleshooting, rebuilds and overhaul of LRT systems equipment and materials.
- Ability to establish and maintain good working relationships.
- Ability to work effectively in a team environment.
- Ability to manage multiple responsibilities/priorities simultaneously.
- Must meet established Hampton Roads Transit goals and work standards.

### **Required Software Knowledge and Skills essential to Job Functions:**

Proficiency in using computer systems and the listed software applications associated with performance of assigned work is essential. Basic problem solving skills associated with software applications used is expected. Software usage relevant to job duties will be evaluated.

### **Software applications:**

Microsoft Windows and ability to learn the SPEAR maintenance Management System

**Qualifications:**

**Education/Experience:**

- High School Diploma or GED and Five (5) years of progressively responsible employment history.

**License:**

- Virginia Class B Commercial Drivers License or ability to obtain within 3 months of hire.

**Special Requirements:**

- Ability to pass physical examination, Rail Operations Rule Book and DOT physical agility examinations and successfully complete Equipment Training/Certification Programs and rail vehicle equipment training. Must complete training and demonstrate proficiency in light rail vehicle operation.
- Must successfully complete all job related training and educational programs to retain employment in the position.

**FLSA Status:**

Non-exempt

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to perform heavy manual labor, frequently lifting up to 80 pounds and occasionally up to 100 pounds with the assistance of applicable equipment or other employees.
- Must be able to work from heights with the assistance of proper safety equipment
- Ability to work in all outdoor weather conditions.
- Exposure to dirt, grease, sand, oil and various chemicals.
- Ability to meet hearing requirements of 0-20db

**Unusual Demands:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves meeting multiple demands on a timely basis. Duties will require working weekends and Holidays.

This job description summarizes the essential duties required for this position but in no way is inclusive of all duties. Other related duties may be assigned as needed by department head or supervisor. All changes must be requested through the Organizational Development or Human Resources Department.