

CHICAGO & NORTH WESTERN TRANS.  
Statement of Job Functions

Company Name: CHICAGO & NORTH WESTERN TRANS.

Division:

Job Title: *YARDMASTER*

Code 1:

Location of Job: *PREVISO*

Code 2:

Code 3:

Job Family: *TRANSPORTATION*

Pay Grade:

Job Analyst: *JOB EXPERT COMPOSITE*

Date Prepared: */ /*

OVERALL JOB SUMMARY

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Job Title:

Location:

Job Function Area and Items

Explanatory Comments

OTHER THAN THE ABOVE OCCUPATIONALLY SPECIFIC - ESSENTIAL JOB FUNCTIONS

1. Read and understand book of rules, bulletins, train orders, waybills, placards, safety instructions, and other written or printed material.
2. Coordinate the proper movement of trains.
3. Issue train movement instructions with the purpose of conducting safe and efficient movements.
4. Read switch list and oversee switching operations.
5. Communicate clearly over the radio or by telephone with train crews, operators, dispatchers, yardmaster, and other personnel regarding train movements, as necessary.
6. Receive, relay, and/or act upon oral or written instructions from Conductor, Dispatcher, Switch Foreman, Yardmaster, or other personnel, indicating which cars are to be switched and the track on which they are to be placed.
7. Repeat information heard from dispatcher over the radio.
8. Communicate with Locomotive Engineer, Dispatcher, and Customer Service Center during run and transmit information and/or instructions (in person or by electronic equipment) to other train crew members, dispatchers, mechanical personnel, and other ra

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9. Add in cars that might be missing and/or delete cars not belonging.
10. Assemble cars into groups to be moved to road trains.
11. Formulate plans for train movements considering various factors such as track availability and conditions, speed restrictions, weather conditions, and crew availability.
12. Keep abreast of the physical characteristics of the territory: Grades, curvatures, track centers, switch, and other pertinent locations.
13. Complete all required forms and reports on train movements.
14. Monitor the readiness of the crew (e.g., safety glasses, hard toe boots).
15. Comply with the Rules of Transportation Department.
16. Apply the federal, state, and local regulations applicable to the hours of service, hazardous materials, etc.
17. Read track warrants, track bulletins, timetable schedules, track and speed restrictions, classifications of trains, and train precedence to ensure that these are being followed, and take any and all action necessary to ensure compliance.

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18. Read and comply with train orders, signals, and railroad rules and regulations.
19. Make up freight and passenger trains.
20. Plan in advance to maximize efficiency of operations including planning for movement of priority trains and avoidance of unnecessary delays at train meets.
21. Monitor the safety, conduct and performance of the train and engine crew members and passengers.
22. Conduct job briefing and give appropriate instructions to train and engine crew members.
23. Plan in advance for safe movement of trains containing hazardous material or trains requiring special handling.
24. Stay informed of General Orders, Bulletin Orders, Division Notices, Timetable Special Instructions, and any other information relevant to train movements in the assigned territory.
25. Ensure placement of certain loads in trains.

PLANNING AND ORGANIZING - ESSENTIAL JOB FUNCTIONS

26. Determine the overall job approach, time required, estimated costs, or appropriate personnel to perform work.

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27. Determine whether the work area is safe before beginning work.
28. Plan and coordinate personal work activities with the work activities of others (e.g., coworkers, other units, vendors, contractors, and suppliers).
29. Determine whether the materials, equipment, tools or instruments required to do work are available.
30. Adjust schedule as the day goes by to react to new events.
31. Determine which tasks should be performed, in what order, and what materials or information will be needed.
32. Use information from coworkers, supervisors, and other company personnel to help decide how to approach a job.
33. Review assignments at beginning of shift and decide what must be done on the shift.
34. Determine whether the work area has been adequately prepared for work to be done.
35. Prioritize conflicting demands or needs for work to be performed and do most important work first.
36. Assign work to employees at the beginning of the shift to cover all critical jobs.

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37. Determine in what order operational problems must be solved.

WORKING WITH PEOPLE - ESSENTIAL JOB FUNCTIONS

38. Answer questions, give instructions, or provide other information in person or by telephone.

39. Answer the telephone and deal with employees, managers, or customers by transferring calls, recording messages, or notifying the proper support personnel.

WORKING WITH DATA AND WRITTEN TECHNICAL INFORMATION - ESSENTIAL JOB FUNCTIONS

40. Read and interpret information from computer monitors or computer printouts.

41. Read and understand posted bulletins, memorandums, train movement instructions, regulations and rule books, tariffs, circulars, and/or other messages.

42. Read and understand basic information and data provided in rule books, timetables, and special instructions.

43. Read federal regulatory documents dealing with handling of hazardous material.

44. Perform data entry or retrieval by accessing mainframe programs or data bases through personal computers or terminals.

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- 45. Enter data into a computer.
- 46. Use computerized systems for communication (e.g., PROFS, E mail).

WORKING WITH MACHINES, TOOLS, VEHICLES, AND EQUIPMENT - ESSENTIAL JOB FUNCTIONS

- 47. Operate communications equipment such as a call director, switchboard, intercom system, radio, or pager.
- 48. Operate computer equipment and/or control boards.
- 49. Operate programmable equipment such as calculators, answering machines and/or telephones.

PERFORMING CLERICAL / ADMINISTRATIVE ACTIVITIES - ESSENTIAL JOB FUNCTIONS

- 50. Enter, transmit, update or retrieve information via a computer terminal (PC or mainframe).
- 51. Receive orders, requests, instructions or information in person or by communication devices (e.g., radio, beeper, telephone).
- 52. Answer the telephone and transfer calls or record messages.

PRACTICING SAFE WORK HABITS - ESSENTIAL JOB FUNCTIONS

- 53. Ensure safe and efficient train operations.

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Job Function Area and Items Explanatory Comments

54. Follow company safety rules and procedures (including lockout procedures) and standard safety practices.
55. Rely on safety rules/experience in handling (lifting, moving, carrying, etc.) loads of over 50 pounds.
56. Monitor situations at all times for fire, spill hazards, suspicious or unauthorized activity.
57. Read and understand safety signs, labels or package content descriptions.
58. Ensure that fellow employees utilize safety equipment, wear safety clothing and observe safety precautions and procedures in their work.
59. Alert others to unsafe conditions.
60. Take appropriate emergency actions in the event of machine or equipment malfunctions.
61. Use personal safety apparel (e.g., goggles, gloves, hard hats, ear plugs, or protective clothing) and safety equipment, as necessary.
62. Take appropriate action when crew members or other personnel are engaged in unsafe practices or rule violations.



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- 63. Take appropriate action when impending accidents or other emergency conditions exist.
- 64. Respond appropriately to unusual conditions or circumstances.

MONITORING AND EVALUATING - ESSENTIAL JOB FUNCTIONS

- 65. Monitor multiple machines, equipment, processes, or operations simultaneously.

DIRECTING WORK - ESSENTIAL JOB FUNCTIONS

- 66. Contribute to a positive work environment.
- 67. Coordinate the work of others, ensuring they understand the activities involved and following up to ensure activities are completed effectively.
- 68. Promote cooperation among coworkers.

PERFORMING PHYSICAL ACTIVITIES - ESSENTIAL JOB FUNCTIONS

- 69. Read, assemble, inspect or do other similar activities that produce minor eyestrain.
- 70. Perform activities primarily involving the use of fingers (e.g. picking, pinching, pushing buttons, etc.).
- 71. Remain standing or sitting for more than one half of every work day and/or for an extended period of time.

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Statement of Job Requirements

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Job Requirements

LANGUAGE SKILLS

1. **General Reading Comprehension** The ability to read, understand, and interpret non-technical written material. This includes the ability to read text, identify themes, make inferences, and draw conclusions which accurately reflect the material.
2. **Technical Reading Comprehension** The ability to read, understand, and interpret technical written information to learn concepts, answer questions, solve problems or complete job tasks. This includes the ability to compare and combine technical information from several different documents.
3. **Referencing Skills** The ability to define, cross-reference, evaluate, and organize the written information needed to make decisions, answer questions, or provide input to others.

WRITTEN COMMUNICATION SKILLS

4. **Forms Completion** The ability to record or transcribe marks, numbers, letters, or words accurately on paper without making "clerical mistakes" such as omissions, coding errors, number reversals, or other mistakes.

Job Requirements

ORAL COMMUNICATION SKILLS

5. **Preparing Short Documents** The ability to prepare short written records and documents such as work status reports, abstracts, forms, memos, and letters that are concise and clearly present intended information.
6. **Understanding Ideas and Explanations** The ability to understand and perceive relevant detail from oral information that is presented in a one-on-one or group situation.
7. **One-on-One Oral Communication** The ability to make oneself understood orally when speaking to people in a one-on-one situation; including speaking over the telephone or radio to others.
8. **Small Group Oral Communication** The ability to present information effectively and understandably in small groups.
9. **Communicating Technical Information** The ability to communicate information of a technical or specialized nature to people who lack background in an area; includes the ability to explain technical terms and abbreviations.
10. **Asking Questions** The ability to phrase questions in a manner that conveys knowledge of the information required and leads to appropriate responses.

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11. Providing Instruction Skill in "breaking in" a new employee or otherwise instructing or directing others.

NUMERICAL SKILLS

12. Whole Number Arithmetic The ability to add, subtract, multiply, and divide whole numbers. This also includes the ability to count accurately, to identify multiples of numbers, to compare numbers with one another, and to determine whether numbers are within acceptable numeric limits.

LEARNING AND MEMORY SKILLS

13. Procedures Learning The ability to learn and apply new work methods effectively. The ability to learn, recall, and apply the procedures needed to perform a variety of tasks.
14. Short Term Learning and Recall The ability to learn new material and methods for performing work, and to selectively recall and apply the newly learned material within a short period of time (e.g., hours or days).
15. Long Term Learning and Recall The ability to learn new material and methods for performing work, and to selectively recall and apply the information at a later point in time (e.g., after several weeks or months).

Job Requirements

ANALYTICAL SKILLS

16. Problem Solving and Decision Making The ability to anticipate, evaluate, and consider the consequences of a particular course of action when making decisions or solving problems. This involves the ability to logically evaluate information and to recognize when and where to seek additional information.
17. Analyzing The ability to analyze and interpret information to formulate rules, policies, or general principles. The ability to take and analytical approach to aid in problem identification and solution.
18. Planning and Organizing The ability to set priorities, plan and coordinate work activities, and obtain and manage resources so that work objectives are accomplished on time and within budget.
19. Classifying The ability to use or develop alphabetical, numerical, or chronological reference or filing systems for storing or retrieving objects and materials. This includes the ability to sort or rank objects or materials into sets or categories based on properties such as size, color, or intended use.

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20. **Troubleshooting** The ability to use established physical, mechanical, or scientific principles and perform appropriate tests to identify and solve problems encountered on the job. This includes the ability to locate and isolate the problem, identify possible solutions, and select approaches which are practical and effective.

TECHNICAL KNOWLEDGE/COMPETENCY SKILLS

21. **Machine and Equipment Operation** The ability to use common machines and equipment frequently found in the work place. This includes both shop and office machinery.

22. **Computer Literacy** The ability to understand and use computer systems to input, access, modify, or output information or to execute programs or analyses.

23. **Understanding Visual Signals and Displays** The ability to observe and interpret visual signals (e.g., wayside signals; hand signals employed during construction, maintenance, and repair activities; blue flag signals) and displays (e.g., analog and digital indicators on test devices and equipment; oscilloscope screen displays on test equipmnt, communication equipment, and data processing equipment; locomotive cab displays).

Job Requirements

24. **Knowledge of Safety and Operation Rules** The ability to understand and apply safety procedures and guidelines outlined in company materials and manuals, manufacturers' manuals, and other sources of safety information.

25. **Knowledge of Physical Characteristics of Territory** The ability to learn and recall the physical characteristics of the territory (e.g., grades, curvatures, length of sidings, mile posts).

INTERPERSONAL SKILLS

26. **Positive Interaction** The ability to develop and maintain positive working relationships with coworkers, supervisors, subordinates, and customers, and effectively handle conflict situations.

27. **Leadership** The ability to forge a single-purpose commitment from a group of individuals, motivating others to perform the job and work towards common objectives.

28. **Teamwork** The ability to work well with others in a group, cooperate with others, offer to help when needed, and foster a team climate within the group where members are committed to a common goal.

PERCEPTUAL/SENSORY ABILITIES

29. **Auditory Memory** The ability to recognize and reproduce previous auditory experiences. This includes the ability to use immediate and long-term memory for performance.

**ADDITIONAL JOB REQUIREMENTS - YARDMASTERS**

**PERCEPTUAL/SENSORY ABILITIES**

**Auditory Acuity:** The ability to receive and differentiate between sounds and their corresponding pitch and intensity. This includes the ability to perceive and react to sensory stimuli necessary for two-way communications and for detecting safety warnings on the job.

**Spatial Visualization:** The ability to visualize length, width, thickness, height or depth, how objects fit together, how a drawing, part of other object might look from a different perspective, after alterations, or in three dimensions.

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30. **Visual Tracking** The ability to follow symbols and objects with coordinated eye movements.

31. **Visual Acuity** The ability to receive and differentiate between various optical sights. This includes the ability to perceive and react to sensory stimuli necessary for comprehending language symbols and for seeing objects at near and far distances.

32. **Visual Memory** The ability to remember and state verbally or recall and reproduce through writing some past visual experience. This includes the ability to use immediate and long-term memory for performance.

33. **Figure Ground Discrimination** The ability to select the important figure from the surrounding background.

34. **Perceptual Constancy** The ability to recognize familiar symbols despite the fact that they are shown in a different manner or are a different size.

35. **Visual Color Discrimination** The ability to match or discriminate between colors, also includes the ability to detect differences in color purity or brightness.

Job Requirements

36. **Depth Perception** The ability to distinguish which object of several is nearer to or further away from the observer and to judge the distance of an object from the observer.

37. **Glare Sensitivity** This is the ability to perceive objects in bright ambient lighting or glare.

38. **Visual Inspection** The ability to make quick and accurate comparisons of the similarities and differences between objects or to determine that objects do not match "standards" or specifications. This also includes the ability to perceive visual details in a complex and distracting visual background.

39. **Visual Comparison** The ability to check information in text, tables, printed forms, graphs, or computer displays for accuracy and completeness. This includes the ability to be thorough and make sure that all relevant details are included and are accurate.

40. **Visual Monitoring** The ability to detect changes in the location, position, or orientation of objects. This also includes the ability to detect deviations or exceptions from normal, to identify "unusual" visual information from among competing, "ordinary" signals, and to respond to infrequent visual signals such as warning lights.

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PSYCHOMOTOR ABILITIES

41. **Finger Dexterity** The ability to make skillful movements with the fingers of one or both hands and to grasp, hold, place, manipulate, or move small objects. This ability deals with the degree to which these finger movements can be carried out quickly and accurately.
42. **Manual Dexterity** The ability to make skillful coordinated movements of one hand, or an hand in conjunction with its arm. This ability is concerned with the coordination of movement with the limb.
43. **Multilimb Coordination** The ability to coordinate two or more limbs simultaneously.

PHYSICAL CAPABILITIES

44. **Coordination** The ability to sequence movements of the arms, legs, and or body which result in skilled action.

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Job Context Factors

PHYSICAL ENVIRONMENT

1. **Distractions** The willingness and ability to work in an environment where there are many distractions (e.g., traffic, telephone calls, interruptions, noise).

ADMINISTRATIVE STRUCTURE

2. **Hours** The willingness and ability to work non-standard hours which may include variable shift, overtime, on-call hours, permanent night shifts, weekends or holidays.

3. **Prolonged Work Periods** The willingness and ability to sustain attention for long periods of time.

4. **Confidentiality** The willingness and ability to work with and/or have access to confidential data, disclosure of which may have serious impact both internal and external to the company.

5. **Repetitive Work** The willingness and ability to repeat the same task or activity continually throughout the work day.

CO-WORKER STRUCTURE

6. **Strained Personal Contact** The willingness and ability to work with persons under trying and difficult circumstances, who exhibit varying emotions and reactions.

Job Context Factors

7. **Responsibility** The willingness and ability to work in a setting requiring personal responsibility for the safety, welfare, and/or development of others.

8. **Supervision** The willingness and ability to work in a setting requiring strict supervision of work and/or frequent direction and instruction from supervisors or peers.