

Osmose Railroad Services, Inc.

Job Description

Job Title: Structure Specialist
Department: Engineering
Reports To: Senior Structures Specialist and Manager of Engineering
FLSA Status: Non-Exempt
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Prepared Date: 06/18/2009
Approved By: Mike Tweet
Approved Date: 06/18/2009

Summary

Analyze the structural integrity of bridge components; prepare detailed presentation of structural findings for customer; support national sales objectives by building and maintaining rapport with key customers.

Essential Duties, Responsibilities and Requirements

Willingness and commitment to safe work practices. Including but not limited to proper use of fall protection equipment, track worker safety practices, etc.

Work effectively and communicate well (written and verbally) with Customers and other company employees.

Field inspection and evaluation of structures (often remote locations throughout the US & Canada). Inspections to be completed by means of climbing, working out of man lifts and baskets. Inspection process to include the following:

- Analyze structural integrity of timber, concrete and steel bridge components by gathering; sorting; organizing and recording data; information and documents.
- Analyze condition of timber (piles, caps and stringers) steel and concrete by field analysis which involves strategic evaluation of defects.
- Make judgments regarding structural integrity of bridges and their ability to safely pass trains by analyzing field data and reporting results of the analysis to the owner (customer).
- Measures distances to verify accuracy of dimensions of structural installations and layouts.
- Verifies levels, alignment, and elevation of installations.

Prepare customer presentations by preparing written analysis of current structural conditions; drawing attention to possible structural failures and including budget estimates for any recommended repairs.

Maintain confidentiality of company information by keeping information: estimates, company policies, and salary information confidential.

Achieve operational objectives by contributing information, productivity, quality, customer-service, safety, security, and health standards.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree (A. A.) or equivalent from two-year College or technical school; or one year related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Outlook Contact Management systems; Access Bridge Database software; AutoCAD Design software; Microsoft Excel Spreadsheet software and Microsoft Word Processing software.

Certificates, Licenses, Registrations

Current driver's license with favorable driving record. Required to obtain and maintain a current company operators permit.

Other Requirements

Willingness to travel approximately 75% throughout the United States and Canada. Relocation to Madison, Wisconsin.

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.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

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.

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually very loud.

Contribute to other projects and plans not specifically noted to reach Company objectives.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors.

Employee Signature/Date
Signature/Date

Manager