

***Maintenance of Way Services***

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***APPENDIX P***

***Qualifications of Key Personnel***

## **MAINTENANCE CONTRACT MANAGER**

### Duties:

- Plan, direct, manage, and coordinate the activities of the Contractor (including subcontractors) in the performance of Services to ensure compliance with contract requirements, applicable regulations, ACTA standards, and approved budgets.
- Coordinate activities, as necessary, with other ACTA contractors, third-party contractors, and other public and private entities.
- Serve as the point of contact for ACTA for all matters relating to the contract and attend consultation and planning meetings with ACTA.
- Coordinate preparation of documents including annual budget and work plan; training schedule and curriculums; inspection and safety plans; Contract Task Orders (CTOs); required records and reports; ACTA contract invoices; subcontracts; and vendor purchase orders.
- Supervise and manage subcontractors and Contractor staff, and arrange for replacement personnel in the event of vacancies.
- Respond immediately to emergency events and initiate inspection and/or repair to track, signal and communications systems, and other facilities as required to safely support railroad operations.

Requirements: (Note: ACTA reserves right to reduce required years-of-experience based on evaluation of individual resume.)

1. 8-10 years of progressively responsible experience in railroad track maintenance and/or construction on a signalized operating railroad, including at least 3 years in a similar contract manager role supervising and managing employees engaged in such activities, and 3 years managing construction and/or maintenance contracts.
2. Knowledge of the safe and proper procedures for operating railroad maintenance hand/power tools and railroad maintenance equipment.
3. Ability to communicate both verbally and in writing in the English language, and have prior record keeping and invoicing experience.
4. Must possess strong interpersonal skills, experience dealing directly with clients, and experience managing administrative and accounting staff.
5. Knowledge of FTSS and FRWS and the ability to be qualified for part 213.7 of FTSS and the GCOR related to these regulations at the Start Date.

6. Previously qualified with a railroad to provide workplace protection under FRWS and to inspect track and supervise restoration of track under FTSS.
7. Basic knowledge of the physical layout and operation of the ACTA Rail Corridor.
8. Knowledge of time to complete and cost to repair track and right-of-way facilities, and ability to make value judgments regarding efficient and economical repair and/or replacement of these facilities.
9. Knowledge of the adjustment of thermal stress in continuously welded rail per part 213.119 of the FTSS.
10. Ability to read and interpret drawings, plans, and specifications for railroad track and civil construction.
11. Knowledge of track and signal inspection procedures and experience supervising the work of others for compliance with these procedures.
12. Ability to complete work under time constraints and to maintain composure under the stress of emergency situations.
13. Ability to perform scheduled and emergency repair or construction work at any time on any day of the week.
14. Possess or obtain within six weeks of Start Date, a valid California driver's license and have no more than three moving violations and no DUIs within the last three years.
15. Pass a pre-employment physical examination including a drug and alcohol test.
16. Ability to work outdoors in all weather conditions, lift objects weighing up to 50 lbs., distinguish colors, and hear warning signals and radio and telephone devices.

## RAILROAD BRIDGE SUPERVISOR

### Duties:

- Supervise and coordinate the activities of crews that inspect, repair, maintain, and construct railroad bridges, tunnels, culverts, and embankments.
- Arrange for the materials, tools, and equipment required for these tasks.
- Arrange protection of work activities per FRWS, including temporary speed restrictions while performing duties in accordance with the FTSS and operating on-track inspection equipment.
- Coordinate with other maintenance activities of the Contractor, railroad dispatchers, third-party contractors, and other impacted public and private entities.
- Train employees in safe and proper work methods, dispatcher communications, and efficient use of labor and material.
- Prepare documentation of inspections performed and resources (labor, material, equipment, and supplies) used.
- Assist Maintenance Contract Manager in overall supervision of the Services.
- Initiate inspections and/or repairs of structures in response to emergency conditions at any time of any day.
- Arrange schedule, material procurement, equipment availability, and transportation for inspection and repair crews.

Requirements: (Note: ACTA reserves right to reduce required years-of-experience based on evaluation of individual resume.)

1. 6-8 years of progressively responsible experience in railroad structure maintenance and/or construction on a signalized operating railroad, including at least 4 years supervising or directing the work of others engaged such activities.
2. Familiarity with the inspection, construction, and repair of structures comprised of pre-stressed and cast-in-place concrete, steel, timber, and combinations thereof.
3. Familiarity with the railroad bridge rating system using Cooper E-80 Load.
4. Knowledge of the safe and proper procedures for operating railroad maintenance hand/power tools and railroad maintenance equipment.

6. Ability to communicate verbally and in writing in the English language with prior record keeping experience.
7. Must possess strong interpersonal skills.
8. Knowledge of the FRWS (including fall protection and rescue measures) GCOR related to these regulations at the Start Date.
9. Knowledge of Confined Space regulations of OSHA and CalOSHA.
10. Previously qualified with a railroad to provide worker protection under FRWS.
11. Basic knowledge of the physical layout and operation of the ACTA Rail Corridor.
12. Knowledge of time to complete and cost to repair bridge and right-of-way facilities, and ability to make value judgments regarding efficient and economic repair and/or replacement of these facilities.
13. Ability to read and interpret drawings, plans, and specifications for railroad structural and civil construction.
14. Ability to complete work under time constraints and to maintain composure under the stress of emergency situations.
15. Ability to perform scheduled and emergency repair or construction work at any time on any day of the week.
16. Possess or obtain within six weeks of Start Date, a valid California Class "A" driver's license with no more than three moving violations and no DUIs within the last 3 years.
17. Pass a pre-employment physical examination including a drug and alcohol test.
18. Ability to work outdoors in all weather conditions, lift objects up to 50 lbs., distinguish colors, and hear warning signals and radio and telephone devices.

## RAILROAD TRACK SUPERVISOR

### Duties:

- Supervise and coordinate day-to-day activities of crews that inspect, test, repair, maintain, and construct railroad track, special trackwork, embankments, and right-of-way.
- Perform visual inspections of the track and right-of-way, and arrange for necessary materials, tools, and equipment required to keep facilities in good repair.
- Arrange worker protection for crews per FRWS. Control and operate on-track inspection trucks and machinery.
- Coordinate individual and concurrent maintenance and repair activities with railroad dispatchers, third-party contractors, and other impacted public and private entities.
- Training employees in safe and proper inspection, maintenance, and construction methods, how to communicate and coordinate with dispatchers.
- Apply efficiently and economical use of labor, material, and equipment.
- Prepare documentation of inspections, maintenance, repairs, and replacements performed as well as resources (labor, material, equipment, and supplies) used.
- Assist Maintenance Contract Manager in overall supervision of the Services.
- Initiates inspections and/or repairs of track in response to emergency conditions at any time of any day.

Requirements: (Note: ACTA reserves right to reduce required years-of-experience based on evaluation of individual resume.)

1. 6-8 years of progressively responsible experience in railroad track maintenance and/or construction on a signalized operating railroad, including at least 4 years supervising and/or directing the work of others engaged in such activities.
2. Knowledge of the safe and proper procedures for operating railroad maintenance hand/power tools and railroad maintenance equipment.
3. Ability to communicate verbally and in writing in the English language with record keeping experience.
4. Must possess strong interpersonal skills.

6. Knowledge of FTSS and FRWS and the ability to be qualified for part 21 3.7 of FTSS and the GCOR related to these regulations at the Start Date.
7. Previously qualified with a railroad to provide workplace protection under FRWS and to inspect track and supervise restoration of track under FTSS.
8. Basic knowledge of the physical layout and operation of the ACTA Rail Corridor.
9. Knowledge of the time to complete and cost to repair track, special trackwork, and right-of-way facilities, and the ability to make value judgments regarding efficient and economic repair and/or replacement of these facilities.
10. Knowledge of the adjustment of thermal stress in continuously welded rail per part 213.119 of the FTSS.
11. Knowledge of techniques to maintain, repair, and replace special trackwork items such as turnouts, crossovers, diamonds, and crossing panels.
12. Ability to read and interpret drawings, plans, and specifications for railroad track and civil construction.
13. Ability to complete work under time constraints and maintain composure under the stress of emergency situations.
14. Ability to perform scheduled and emergency repair or construction work at any time on any day of the week.
15. Possess or obtain within six weeks of Start Date, a valid California driver's license with no more than three moving violations and no DUIs within the last 3 years.
16. Pass a pre-employment physical examination including a drug and alcohol test.
17. Ability to work outdoors in all weather conditions, lift objects up to 50 lbs., distinguish colors and hear warning signals and radio and telephone devices.

## RAILROAD SIGNAL AND COMMUNICATIONS SUPERVISOR

### Duties:

- Supervise and coordinate the day-to-day activities of crews that inspect, test, repair, maintain, and construct railroad signal and communication systems, including grade crossing warning devices.
- Arrange for worker protection per CFR 49.
- Coordinate with other maintenance activities of the Contractor, dispatchers, third-party contractors, and impacted public and private entities.
- Train employees in safe and proper inspection, testing, installation and repair methods, how to communicate with dispatchers regarding activities to be performed, and the efficient use of labor and material.
- Prepare documentation of inspections, tests and installations performed and resources (labor, material, equipment, and supplies) used.
- Assist Maintenance Contract Manager in overall supervision of the Services.
- Initiate inspections, tests and repairs of signal & communications systems in response to emergency conditions at any time of any day.
- Arrange scheduling, material procurements, equipment availability, and transportation for signal and communications crews.

Requirements: (Note: ACTA reserves right to reduce required years-of-experience based on evaluation of individual resume.)

1. 6-8 years of progressively responsible experience in railroad signal and communications maintenance and/or construction in an operating railroad environment, including at least 4 years supervising or directing the work of others engaged in such activities.
2. Ability to read and understand complex signal and electrical circuits, and possess knowledge of standard signal practices.
3. Knowledge of hot box detectors, high-wide detectors, dragging equipment detectors, grade crossing warning devices, and radio communications elements.
4. Demonstrate understanding of the VHLC (Vital Harmon Logic Controller) and have the ability to reprogram the VHLC at any given time. Ability to modify or make changes to



the VHLC program, changes to basic signal circuits such as highway grade crossing systems, switch control circuits etc. Knowledge of Safetrain or Harmon Grade Crossing Predictors.

5. Familiarity with and capability to perform all tests and inspections set forth in FRA, CFR 49 parts 234 and 236.
6. Knowledge of the safe and proper procedures for operating railroad maintenance hand/power tools and railroad maintenance equipment.
7. Ability to communicate verbally and in writing in the English language with prior record keeping experience.
8. Must possess strong interpersonal skills.
9. Knowledge of the time to complete and cost to repair railroad signal & communication systems and how to address failures, and ability to make value judgments regarding economic repair and/or replacement of these facilities.
10. Ability to complete work under time pressures and to maintain composure under the stress of emergency situations.
11. Ability to perform scheduled and emergency repair or construction work at any time on any day of the week.
12. Possess or obtain within six weeks of Start Date, a valid California driver's license with no more than three moving violations and no DUIs within the last 3 years.
13. Pass a pre-employment physical examination including a drug and alcohol test.
14. Ability to work outdoors in all weather conditions, lift objects up to 50 lbs., distinguish colors, and hear warning signals and radio and telephone devices.