

POSITION JOB PROFILE

INCUMBENT:	DESIGNATION: Trainee Train Assistant
POSITION/JOB TITLE: Trainee Train Assistant	LOCATION: Buchanan
FUNCTIONAL AREA: Rail	SEGMENT: Mining
DISCIPLINE:	
REPORTING TO: Rail Superintendent	BUSINESS UNIT: AM Liberia
No OF PEOPLE MANAGED:	OPERATING UNIT: Operations
DATE & AUTHOR: May 9, 2019	TURNOVER:

PRIMARY FUNCTION OF JOB *(Mission)*

To assist the Train Driver in the movement of the train, convey information to the Rail Traffic Controller and to enhance the safe, fast movement of Trains.

MAJOR DUTIES OF JOB HOLDER *Main Responsibilities. (Mention the differentiating factors, end products and accountabilities where no signoff is needed)*

- Obtain and place equipment on train
- Coupled locomotive (multiple set) through air and vacuum hoses, jumper cable and ensure correct functioning of automatic coupler between locomotives
- Dispatch locomotives, operating hand operated points
- Attached and/or detach vehicles according to works order in absence of yard personnel
- Remove and carry train indicators to last vehicle and mount
- Examining of train as prescribed ASSISTANCE AND ROUTE
- Protect train during incidents, accidents, etc
- Be prepared to walk relatively long distances to check train loads (day and night)
- Determine status of train, displaying hand signals day and night, walking on uneven ground, ability to withstand natural elements.
- Assistant to Train Driver during emergencies (in event of Driver failure to bring train to standstill; walking long distances to report positions, and requirements)
- Obtain radios/handsets/two-way communication radios/ telemeters when applicable (carrying of communication equipment and place on footplate or mount on vehicle)
- Shunting movements Stable train/locomotive
- Assist the Train Driver by applying hand brake
- Secure as prescribed (applying hand brakes and placing on scotch blocks in front wheels)
- Store tools and equipment (remove kit-box from locomotive and store away)

Employee Development

- Participate in personal Training and Development to improve skills.

Education Requirements for this position (Formal qualifications)

Essential

- High School Diploma

Desirable

- Computer knowledge
- First Degree or higher

Key experiences needed prior to taking this position

Essential

- Applicants must have the potential and attributes necessary to be trained to efficiently and safely perform the tasks of a Train Assistant

Specific skills required for this position

Essential

- Ability to concentrate
- Team work
- Good Communication
- Attention to details

Personal Attributes needed to fulfill requirements of position

Essential

- Be physically fit and be able to pass a pre-employment medical examination.
- Prepared to work shifts
- Communication (reading, written and verbal)

Desirable

- Prepared to work overtime
- Safety Conscious

Typical Career Path

1. Yard Foreman
2. Dispatcher

To apply:

Please submit your letter of application along with your Curriculum Vitae (to include 3 references) as well as copies of your academic credentials in a folder to Liberia.jobs@arcelormittal.com. Please include the position in the subject line of your mail.

Deadline for receipt of applications is Friday, May 31, 2019 at 5:00 p.m.

Please note the following:

- Only short-listed candidates will be contacted
- FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY.