

Assistant Conductor

Can you envision handling passenger train equipment while providing top-notch customer service? As an Assistant Conductor, you will have the opportunity to be part of an exciting career. Some of the duties that you will perform in connection with passenger train service include ensuring a safe environment for customers, providing customer service, and working hand-on with train equipment while conducting air tests, checking hand brakes and emergency lights.

Qualified applicants must possess at least one of the following requirements to proceed to the assessment/interview process:

1. High School Diploma or GED and a minimum of two (2) years of train service experience with a railroad; **OR**
2. 60 college level credit hours from an accredited college or university and must pass a preliminary operating rules assessment; **OR**
3. Minimum of two (2) years of active Metra employment, with operating rules qualification or minimum of two (2) years of active Metra employment and must pass a preliminary operating rules assessment; **OR**
4. Minimum of two (2) years of active duty Military service and must pass a preliminary operating rules assessment.

Proof of eligibility (college, military or previous experience) **AND** letters of recommendations must be submitted along with Employee Application Request Form. No assessments or interviews will be scheduled until all official documentation is received.

- ◆ **Must** submit a copy of your college transcripts and/or diploma (if applicable); **OR**
- ◆ **Must** submit Military DD Form 214 (if applicable); **AND**
- ◆ **Must** provide three (3) letters of character and/or work-related letters of recommendations.

The interview process will evaluate the candidate's ability to:

- ◆ Be a self-starter; able to work independently; and have an excellent work record;
- ◆ Be on 24-hour call (which includes working any District or shift within the Metra region which could require traveling long distances with two (2) hours notice); and
- ◆ Deliver excellent customer service with detail to handling cash transactions.

Selected applicants will be assigned to a training course of approximately twelve (12) weeks. Successful completion of the training course is mandatory in order to work as an Assistant Conductor.

Failure to complete the course may result in termination of employment with Metra.

All employees are responsible for performing their job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.