

EXTRA GUARD WORK DESCRIPTION

II- SOUTHBOUND PLATFORM, HOWARD ST.

WORK LOCATION:

One man at south end of southbound Howard platform.

One man at north end of southbound Howard platform.

REPORTING FOR WORK:

Report to Clerk at Howard Street at times specified on assignment sheet. (This trick is a swing and has both an A.M. and a P.M. report time.)

You must be at your work location (as specified on assignment sheet) no later than 10 minutes after your report time.

UNIFORM AND EQUIPMENT:

Must wear regulation Conductor uniform. Should have gloves.

JOB DUTIES:

North-end platform man normally performs the following duties on the rear half of all North-South trains. South-end platform man normally performs the following duties on the front half of all North-South trains. However, if necessary for maintenance of service, either platform man may be required to perform duties on other cars:

- (1) Check that marker lights are properly displayed and set them correctly if they are not.
- (2) Check destination signs for correct setting and change those which are incorrectly displayed.
- (3) Make frequent announcements of classification of waiting trains and direct intending passengers to proper train, particularly passengers alighting from southbound Evanston or Skokie Swift trains.
- (4) Check that safety springs and chains are securely hooked in the proper position and hook those which are not.
- (5) Perform other duties as instructed by Supervisor in charge of terminal or by Superintendent.

ENDING WORK ASSIGNMENT:

Finish each portion of work at time specified on Run Guide (blueprint).

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personnel development

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