

# FRA Guide for Preparing Accident/Incident Reports

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## **APPENDIX D** **Employee Job Codes**

### **EXECUTIVES, OFFICIALS, AND STAFF ASSISTANTS**

<b>101</b>	Executives and General Officers	President, Vice President, Asst. Vice President, Controller, General Counsel, Treasurer, Director (head of subdepartment), General Supt., (subdept. head), Chief Engineer, General Manager (department or subdepartment head), Chief Medical Officer.
<b>102</b>	Corporate Staff Managers	Director (other than subdepartment head), Asst. Director, Asst. General Manager (not regional), Manager, Asst. Manager, Asst. Chief Engineer, Purchasing Agent, Asst. General Counsel, Superintendent (not division), Asst. to (corporate, executive or general officer), Executive Asst. (to corporate executive) Budget Officer.
<b>103</b>	Regional & Division Officers Assistants and Staff Assistants	Asst. General Manager, Asst. Regional Manager, General Supt., Asst. to General Manager, Division Supt., Master Mechanic, District Engineer, Asst. Superintendent, Captain of Police, Division Engineer.
<b>104</b>	Transportation Officers/Managers	Trainmaster, Asst. Train Master, General Yardmaster, General Road Foreman, Road Foreman, Asst. Road Foreman, Chief Power Supervisor (motive).
<b>100</b>	Executives, Officials, and Staff Assistants (other)	Executives, Officials, and Staff Assistants not listed above.

### **PROFESSIONAL AND ADMINISTRATIVE**

<b>201</b>	Professionals (other than those reported in 101 and 102)	General Attorney, Asst. General Attorney, Attorney, Commerce Counsel, Medical Officer, Surgeon, Company Surgeon, Engineer, Architect, Chief Chemist, Nurse, General Accountant, Corporate Accountant, Supervisor Programming, Senior Computer System Specialist, Senior System Analyst, Chief Draftsman.
<b>202</b>	Subprofessionals	Draftsman, Chemist, Asst. Chemist, X-ray Technician, Supervisor Estimating, Junior Engineer, Engineering Trainee, Photographer, Computer Programmer, Computer Analyst, Market Analyst, Pricing Analyst, Employment Supervisor, Research Analyst.
<b>203</b>	Auditors, Traveling Auditors	Traveling Auditor, Accounting Specialist Auditors, Operations Traveling Auditors, Station Auditors.

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204	General & Administrative Supervisors	General Supervisor, Supervisor, Chief Clerk, Office Supervisor, Supervisor Administration Office Manager, Supervising Clerk, Head Clerk, Asst. Chief Clerk, Supervising Cashier, Division Supervisor, Regional Supervisor, Budget Supervisor, Administrative Supervisor, Manager of Materials, Administrative Asst.
205	Sales & Traffic Representatives & Agents	Freight Traffic Agent, Coal Traffic Agent, Sales Representative, Freight Sales Representative, Freight Traffic Representative, Passenger Sales Representative.
206	Freight and Other Claims Agents and Investigators	Claim Agent, Claim Investigator, Freight Claim Agent, Freight Claim Investigator.
207	Supervising & Chief Claim Agents	Chief Claim Agent, Chief Freight Claim Agent, Asst. Chief Claim Agent, Chief District Claim Agent, District Freight Claim Agent, Chief Claim Investigator
208	Lieutenants & Sergeants of Police	Police Lieutenant, Police Sergeant
209	Police Officers, Watcher and Guards (Except Crossing and Bridge).	Police Officer, Patrolman, Watchman, Guard.
210	Inspectors (Except Maintenance of Way & Equipment), Other Investigators, Examiners, Instructors, and Other Agents (Except Station Agents).	Rules Examiner, Supervisor Rules, Safety Supervisor, Safety Inspector, Fire Marshall, Fire Chief, Instructor, Supervisor Procedures, Supervisor Yard Procedures, Real Estate Agent, Real Estate Supervisor, Tax Agent.
211	Buyers, and Sales Agents	Buyer, Asst. Buyer, Sales Agent, Asst. Sales Agent.
212	Clerical Technicians and Clerical Specialists	Lead Clerk, Staff Asst., (clerical, Statistician, Cashier, Teller, Asst. Statistician, Rate Clerk, Pricing Clerk, Computer Technician.
213	Office Machine and Data Equipment Operators	Machine Operator, Clerk, Computer Operator, Key punch Operator, Office Machine Technician.
214	Secretaries, Stenographers, and Typists.	Secretary, Stenographer, Typists, Clerk Typists, Steno-clerk.
215	General and Other Clerks (excluding yard clerk and crew dispatcher)	File Clerk, General Clerk, Bookkeeper, Ticket Clerk, Records Clerk, Trace Clerk, Assignment Clerk, Personnel Clerk, M O W Clerks, M of W Clerks.
216	Telephone & Switchboard Operators	Switchboard Operator, Chief Operator.
217	Building & Office Attendants	Elevator Operator, Elevator Starter, Janitor, Cleaner, Porter.

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218	Messengers & Office Persons	Messenger, Office Person.
219	Motor Vehicle Operators	Truck Driver, Bus Driver, Driver, Chauffeur.
200	Professional and Administrative (other)	Professional and Administrative not listed above.

### MAINTENANCE OF WAY AND STRUCTURES

301	Supervisors, Maintenance of Way, Structures, Communication & Signals	Roadmaster, Division Roadmaster, Supervisor Track, Supervisor Bridge and Buildings, Supervisor Communications and Signals, Asst. Supervisor, General Foreman (MW&S), Asst., General Foreman (MW&S), Master Carpenter.
302	Maintenance of Way, Structures, Communication and Signals, and Scale Inspectors	Chief Bridge & Building Inspector, Chief Scale Inspector, Bridge & Building Inspector, Roadway Equipment Inspector, Track & Roadway Inspector, Instrument Man, Roadman, Chairman, Inspector Communications & Signals, Signal Inspector.
303	Bridge and Building Gang Foreman	Gang Foreman, Lead Workman.
304	Bridge and Building Carpenters	Carpenter.
305	Bridge and Building Ironworkers	Ironworker.
306	Bridge and Building Painters	Painter, Sign Painter.
307	Masons, Bricklayers, Plasterers, and Plumbers	Mason, Bricklayer, Plasterer, Plumber, Operator, Grinder, Welder (M of W).
308	Bridge and Building Helpers and Apprentices	Carpenter Helper, Ironworker Helper, Mason Helper, Plumber Helper, Painter Helper, Apprentice Carpenter, Apprentice Ironworker, Apprentice Mason, Plumber Apprentice, Apprentice Painter, Welder Helper.
309	Bridge and Building Gang and Bridge and Building Dept. Laborers	Bridge and Building Laborer.
310	Track Gang Foreman (Extra Gang work train laborers)	Gang Foreman, Asst. Foreman.
311	Gang or Section Foreman	Gang Foreman, Asst. Foreman, Section Foreman.
312	Extra Gang Laborers	Trackman, Fence Laborer
313	Section Laborers	Track, Track and Roadway Section Laborer.

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314	Machine Operators	Craneman, Portable Equipment Engineer, Portable Equipment Operator, Helper.
315	Gang Foreman, Communications	Gang Foreman, Asst. Gang Foreman, Lead Signal Maintainer.
316	Signalmen & Signal Maintainers	Signalman, Signal Maintainer.
317	Linemen, Groundmen, and Communications Craftsman	Electrical Worker (Lineman), Electrical Worker (Groundman Communications Maintainer).
318	Assistant Signalmen and Assistant Signal Maintainers	Asst. Signalman, Asst. Signal Maintainer.
319	Signal Helpers and Signal Maintainer Helpers	Signalman Helper, Signal Maintainer Helper.
320	Camp Car Cooks	Camp Car Cook, Camp Car Helpers.
300	Maintenance of Way and Structures	Maintenance of Way and Structures not listed above.

### MAINTENANCE OF EQUIPMENT AND STORES

401	Supervisors and General Foremen, Maintenance of Equipment	General Foreman Shop, General Foreman Engine house, General Foreman Diesel Terminal, Asst. General Foreman (M of E).
402	Supervisors and General Foremen, Materials and Stores	Supervisor Materials, Asst. Supervisor, Materials, General Foreman Stores, General Foreman Reclamation Plant, Asst. General Foreman.
403	Equipment, Shop, Electrical Inspectors	Chief Electrical Inspector, Chip Shop & Equipment Inspector, Electrical Inspector, Inspector Diesel Locomotive, Fuel Inspector.
404	Materials and Supplies Inspectors	Materials & Supplies Inspector, Chief Materials & Supplies Inspector, Timber Inspector, Tie Inspector.
405	Storekeeper	Storekeeper, Assistant, Storekeeper, Materials Clerk, Store Clerk.
406	Gang Foremen, Maintenance of Equipment	Gang Foreman.
407	Blacksmith	Blacksmith.
408	Boilermakers	Boilermaker.
409	Carmen (Freight)	Car Repairman, Car Inspector, Carman, Painter.

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410	Carmen (Other)	Carman.
411	Electrical Workers (A)	Electrician, Electrical Worker.
412	Electrical Workers (B)	Crane Operator, Lead Dispatcher, Power Station Operator, Asst. Power Director.
413	Electrical Workers (C)	Coal and Ore Elevator Operator (electrical), Grain Elevator Operator (electrical).
414	Machinists	Machinist.
415	Sheet Metal Workers	Sheet Metal Worker.
416	Skilled Trades, Helpers, Maintenance of Equipment and Stores	Helper.
417	Apprentices, Maintenance of Equipment and Stores	Apprentice, Helper Apprentice.
418	Coach Cleaners	Coach Cleaner.
419	Laborers: Shops, Engine houses, and Power Plants	Laborer.
420	Gang Foreman, Materials and Stores	Gang Foreman
421	Equipment Operators and General Laborers, Materials and Stores	Laborer, Materials Handler, Equipment Operators, Machine Operators.
422	Stationary Engineers	Chief Engineer (Steam Plant), Engineer, Stationary Engineer.
423	Stationary Fireman	Stationary Fireman, Power Equipment Operator, Helper, Oiler.
400	Maintenance of Equipment and Stores (other)	Maintenance of Equipment and Stores not listed above.

### TRANSPORTATION, OTHER THAN TRAIN AND ENGINE

501	Transportation Supervisor and Chief Train Dispatcher	Chief Train Dispatcher, Supervisor Train Operations, Transportation Supervisor, Supervisor Train Operations, Supervisor Locomotive & Car Distribution, Asst. Chief Train Dispatcher.
502	Train Dispatchers	Train Dispatcher.

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503	Station, Freight and Passenger Agents	Supervising Station Agent, Asst. Supervising Station Agent, Station Agent, Freight Agent, Passenger Agent, Ticket Agent, Traveling Agent, Agent Operators.
504	Chief Operators and Wire Chiefs	Supervising Operator, Chief Operator, Asst. Supervising Operator, Wire Chief.
505	Clerk Operators, Towermen, Train Directors	Clerk Operator, Block Operator, Operator, Towerman, Train Directors.
506	Station Masters and Asst., Supervising Baggage Agents, Baggage Agents and Asst.	Station Master, Asst. Station Master, Supervising Baggage Agent, Baggage Agent, Asst. Baggage Agent, Parcel Room Agent.
507	Baggage, Parcel Room and Station Attendants	Baggage Attendant, Parcel Room Attendant, Station Attendant, Gateman, Announcer, Station Usher, Red Cap, Information Bureau Attendant.
508	General and Assistant General Foremen, Stations, Warehouses, Grain Elevators, and Docks	General Foreman, Asst. General Foreman.
509	Gang Foremen, Stations, Warehouses, Grain Elevators and Docks	Gang Foreman.
510	Grain Elevator and Dock Laborers	Laborer
511	Station and Warehouse Laborers	Loader, Sealer
512	Truckers (Station, Warehouse & Platforms).	Trucker
513	Food and Lodging Manager, Supervisors	Manager Lodging House, Restaurant Manager, Dining Car Supervisor, Dining Car Steward.
514	Transportation and Dining Service Inspectors	Instructor Chef, Restaurant Inspectors, Freight Service Inspector, Baggage Inspector.
515	Waiters and Kitchen Helpers (Restaurant and Dining Car)	Waiter-in-charge, Waiter.
516	Chefs and Cooks (Restaurant and Dining Car)	Chef, Cook.
517	Marine Officers and Workers and Shore Workers	Captain, Engineer, Mate, Deckhand, Oiler Purser, Boat Master, Fireman, Wharf Master, Able Seaman, Baggage man, Boat Dispatcher.
518	Train Attendants	Porter, Buffet Lounge Attendant, Stewardess.

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519	Bridge Operators and Helpers	Bridge Operator.
520	Bridge and Crossing Flagman & Gateman	Bridge Flagman, Crossing Gateman.
521	Yard Clerks	Yard Clerk, Yard Clerk Caller, Yard Demurrage Clerk, Yard Dispatcher Clerk, Piggyback Clerk.
522	Crew Dispatchers	Crew Dispatcher, Crew Caller.
523	Yardmaster & Asst. Yardmasters	Yardmaster, Asst. Yardmaster.
500	Transportation, Other Than Train and Engine (others)	Transportation, Other Than Train and Engine not listed above.

### TRANSPORTATION, TRAIN AND ENGINE

601	Switchtenders	Switchtender.
602	Car Retarder Operators and Ground Service Employees	Car Retarder Operator, Skatesman, Herder, Yard Pilot.
603	Outside Hostlers	Outside Hostler.
604	Outside Hostler Helpers	Outside Hostler Helper.
605	Inside Hostler	Inside Hostler.
606	Road Passenger Conductors	Passenger Conductor.
607	Asst. Road Passenger Conductors and Ticket Collectors	Asst. Passenger Conductor, Ticket Collector.
608	Road Freight Conductors (Through Freight).	Freight Conductor, Work Train Conductor, (paid through rate).
609	Road Freight Conductors (Local and Way Freight)	Freight Conductor, Work Train Conductor, (paid local rate).
610	Lead Passenger Baggageperson	Baggageperson.
611	Lead Passenger Brakemen and Flagmen	Passenger Brakeman, Passenger Flagmen.
612	Road Freight Brakemen and Flagmen (Through Freight)	Freight Brakeman, Freight Flagman, Work Train Brakeman (paid through rate).
613	Road Freight Brakemen and Flagmen (Local and Way Freight)	Freight Brakeman, Freight Flagman, Work Train Brakeman, (paid local rate).

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<b>614</b>	Yard Conductors and Yard Foremen	Yard Conductor, Yard Foreman.
<b>615</b>	Yard Brakemen and Yard Helpers	Yard Brakeman, Yard Helper.
<b>616</b>	Road Passenger Engineers and Motormen	Passenger Engineer, Motorman Operator.
<b>617</b>	Road Freight Engineers (Through Freight).	Freight Engineer, Work Train Engineer (paid through rate).
<b>618</b>	Road Freight Engineers (Local and Way Freight).	Freight Engineer, Work Train Engineer (paid local rate).
<b>619</b>	Yard Engineers	Yard Engineer.
<b>620</b>	Road Passenger Firemen and Helpers	Passenger Fireman.
<b>621</b>	Road Freight Firemen and Helpers, (Through Freight)	Freight Fireman.
<b>622</b>	Road Freight Fireman and Helpers, (Local and Way Freight).	Freight Fireman.
<b>623</b>	Yard Firemen and Helpers	Yard Fireman.
<b>630</b>	Remote Control Locomotive Operator - Operating	Person operating remote control locomotive at the time of the injury regardless of any other job title
<b>631</b>	Remote Control Locomotive Operator - Not Operating	Person carrying remote control locomotive device at the time of the injury regardless of any other job title
<b>600</b>	Transportation, Train and Engine (other)	Transportation, Train and Engine not listed above.