



**WP OPS**  
PROCESS MANAGEMENT

Wisconsin Proppants Operations  
www.wp-operationsllc.com

**TITLE:** Rail Foreman

**REPORTS TO:** WP Operations Management

**POSITION PURPOSE/SUMMARY:**

This person's primary responsibility is management of loading High-Quality Frac Sand at the Rail Load-out site in Humbird, WI.

**DUTIES AND RESPONSIBILITIES**

- Manages facility loading thousands of tons of Frac Sand into railcars per day
- Maintains records and handles shipments of non-conforming product
- Oversees inspection/cleaning of rail tracks and switches
- Manages crew of 6+ employees, maintaining administrative duties that may include performance evaluations, disciplinary counseling, scheduling, etc.
- Must effectively generate/communicate shipping reports to Management
- Coordinates shipments between Hixton and Humbird facilities
- Coordinates rail activity with Union Pacific Railroad and Canadian National Railroad
- Generates Waybills daily for outbound shipments
- Maintains records of non-conforming railcars
- Operates locomotive and track mobile equipment to maneuver railcars
- Task Trains on-site personnel on equipment and procedures
- Maintains compliance of site regulations set forth by DNR permits
- Perform Minor Maintenance on operation including to, but not limited to, greasing, scale calibrations, conveyor maintenance. Records all maintenance performed on-site
- Inspect, identify, and implement fixes on any safety hazards that may arise in work place
- Manage/resupplies parts inventory levels and communicates levels to Management
- Maintains housekeeping in work place and rail yard
- Must be self-motivated and flexible
- Performs other related duties as needed

**WORKING CONDITIONS**

Work is performed in outside, sometimes wet, environment and frequently climb stairs. Employee may be subject to changing weather conditions, lifting objects up to 50 lbs, minor heights, and non-hazardous chemicals.

Primary Mine  
N8499 S Adams Road  
Hixton, WI 54635  
(715) 963-2161

UP-Rail Loadout  
W11296 County Line Rd  
Humbird, WI 54746  
(715) 964-4000

CN-Rail Loadout  
N7696 N Davis Rd  
Taylor, WI  
(715) 963-2161