



OPERATING DEPARTMENT

WESTERN PACIFIC RAILROAD MUSEUM

SECTION	SUBJECT
VOLUNTEER POSITION DESCRIPTION	Assistant Superintendent of Operations

Position Title: Assistant Superintendent of Operations

Description/Purpose of Assignment: The assistant superintendent of operations is responsible for assisting the superintendent of operations in the overall general direction and governance of the Operating Department.

This position is vital to the museum and requires patience and strong attention to detail.

List of Tasks:

- Ensuring member, passenger and visitor safety
- Training volunteers and employees
- Helps develop personal and professional growth opportunities for Operating Department personnel
- Helps maintain a safe and secure work environment
- Helps promote a positive, friendly and welcoming organization
- Helps establish, documents and enforces department standards:
 1. General train safety and safety policies
 2. Train operations
 3. Yard operations
 4. Run-A-Locomotive operation
 5. Operating policies
 6. Accident investigations and reporting
 7. Train service requirements
 8. General Code of Operating Rules examinations

The assistant superintendent of operations helps ensure that all work is in accordance with the FRRS adopted guidelines, operations bulletins and policies.

Additionally the assistant superintendent of operations:

- Helps create and administer policies for the Operating Department, including supervising and training operating crews in safe and proper railway practices.
- Provides leadership through knowledge of railway procedures to facilitate museum activities and operations.
- Helps assure adherence to consistent and professional practices of the Operating Department.

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- Assists the superintendent of operations with record keeping of all Operating Department documents, which may include training, safety, report of work performed and conductor reports.
- Assists the superintendent of operations with submitting operating plan proposals to the board for approval
- Participates in developing an annual budget with the superintendent of operations and general superintendent and other departments.
- Promotes safety and proper handling of trains and use of signals and other precautions for safe operations at the museum.
- Helps ensure full compliance with all the regulatory and Feather River Rail Society standards, policies, codes and guidelines.
- Answers questions on safety in meetings and solicits feedback from personnel to resolve current or potential safety infractions or unsafe working conditions.

Authorized to enforce compliance of all volunteers and employees of the Operating Department to be in compliance with the General Code of Operating Rules, Code of Safe Practices and Feather River Rail Society policies and procedures.

May be assigned other responsibilities as described from time to time by the superintendent of operations, general superintendent or FRRS President.

In the absence of the superintendent of operations, yardmaster, assistant yardmaster or written instructions, the assistant superintendent of operations may switch the yard and coordinate the needs of the various departments and their activities, minimizing delay and disruption, while attempting to maintain suitable display of the museum's equipment for the benefit of the public as much as possible including the Run-A- Locomotive program.

The superintendent of operations appoints this position with the approval of the general superintendent or FRRS President or FRRS Vice-President.

The assistant superintendent of operations reports to the superintendent of operations.

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Outcomes/Goals: The volunteer will know the assignments of the assistant superintendent of operations and will have performed them successfully according to acceptable Feather River Rail Society policies and procedures.

Training: All volunteers are required to attend the Feather River Rail Society volunteer training.

The assistant superintendent of operations shall be required to attend the annual Operating Department required rules testing and training. The assistant superintendent of operations may perform the testing and training for the operating department members.

The assistant superintendent of operations assists the superintendent of operations in setting the attendance and the formal training requirements and training session that is focused specifically on safety and museum operations.

Topics include:

1. Orientation to the Western Pacific Railroad Museum's policies and procedures
2. Safety procedures
3. The General Code of Operating Rules

The assistant superintendent of operations may supervise all Operating Department volunteers; however, an experienced volunteer may assist/lead in orientation and training.

Reporting: All volunteers are expected to maintain a time log of hours worked. This log will remain in the Volunteer Lounge, Operations Office or other location described from time to time. The superintendent of operations may request additional reports, such as progress reports.

Time Commitment: WPRM prefers that each volunteer agree to a minimum of hours per month to museum service, but fewer hours are accepted. Any work that can be completed at home or outside the museum may be done at the convenience of the volunteer, provided it has been approved.

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The assistant superintendent of operations should expect an on-going time commitment of approximately 10 - 30 hours per month during operation season and 2 to 3 hours during the off-season hours as required.

On occasion, the volunteer should expect to travel to special events representing the museum.

Qualifications Needed: Assistant superintendent of operations candidates should possess an attention to detail, enjoy handling large responsibilities, interacting with the general public and possess strong leadership skills.

Previous experience as a superintendent of operations, assistant superintendent of operations, supervisor or other museum staff position will be taken into consideration in determining qualification for this position.

Term of Service and Length of Service: This position has a term of one year, but can be re-appointed by the superintendent of operations an indefinite number of times.

Scope of Authority: The assistant superintendent of operations has the authority to change operating procedures, policies, create new directives, issue bulletins, revise the General Code of Operating Rules and revise safety procedures and rules with the approval of the superintendent of operations and the general superintendent.

Working Relationship: The assistant superintendent of operations must have a close working relationship with other existing departments and their volunteers, newly developed departments, foundations or companies that provide grants and contractors and their subcontractors.

Progress Review: The performance of the assistant superintendent of operations is monitored on an ongoing basis and reviewed at least annually by the superintendent of operations and the general superintendent.

Previous experience is not needed, but training is required.

The ability to write neatly and legibly is preferred.

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There is one class of the superintendent of operation position:

1. Assistant Superintendent of Operations

Other documents:

- General Code of Operating Rules
- FRRS Policies and Procedures
- Volunteer Manual

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