



# OPERATING DEPARTMENT

## WESTERN PACIFIC RAILROAD MUSEUM

SECTION	SUBJECT
<b>VOLUNTEER POSITION DESCRIPTION</b>	<b>Assistant Yardmaster</b>

**Position Title:** Assistant Yardmaster

**Description/Purpose of Assignment:** In the absence of the yardmaster, the assistant yardmaster is responsible for overseeing switching and yard operations where trains are "made up" or prepared for their next service and schedules maintenance of trains.

The assistant yardmaster also coordinates freight and passenger car movements so that they are in the correct position for loading or so that defective cars can be removed from the train.

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

**List of Tasks:**

- Helps ensure passenger and visitor safety
- Helps maintain a safe and secure work environment
- Promotes a positive, friendly and welcoming organization
- Helps establish, document and enforce museum standards
- Helps plan, document and execute yard movements to prepare trains and display of museum equipment

It is the responsibility of the assistant yardmaster to take immediate and decisive action if there is reason to believe any employee under the assistant yardmaster's jurisdiction is in a condition unable to render safe or satisfactory service or is a hazard to other volunteers or employees working in the yard. The assistant yardmaster must immediately notify proper authority and not allow any movements to be made that could cause damage to property or injury to volunteers, visitors or employees until assured such condition is corrected.

The assistant yardmaster must report promptly to proper authority any accidents or violations of rules and instructions; report any damage to cars, engines or other equipment, lading or property that occurs during the assistant yardmaster's tour of duty. The assistant yardmaster must promptly inform proper authority of any personal injuries that are sustained by any volunteer or employee working under the assistant yardmaster's jurisdiction.

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The yardmaster and assistant yardmaster have supervision over the yards and all persons employed therein and will see that yard volunteers and employees do work in a safe manner.

The assistant yardmaster works closely with operating department supervisors, special event coordinators and the chief mechanical officer to coordinate the needs of these various departments and their activities.

The on-duty yardmaster is the common point of contact for these volunteers, and is charged with coordinating movement of equipment as necessary to support 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.

The on-duty yardmaster is responsible for conditions within yards. Trains and engines will be under the control of the on-duty yardmaster while switching in the yard and all volunteers/employees in train, engine or yard service will be subject to the on-duty yardmaster's directions as to movements within yards while switching. Road crews of trains entering yards will be responsible for their respective trains and engines until the yardmaster or representative takes charge of them.

In the absence of the yardmaster, or written instructions; the assistant yardmaster, operating department supervisors or the chief mechanical officer 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.

This includes but is not limited to having Run-A-Locomotive engines placed in various locations so that they are available for the customers at times scheduled.

Run-A-Locomotive engines are to be placed "First Out" on tracks when not in use, at all times when reasonably possible to make them available without switching and delaying other crews.

The assistant yardmaster must see that care is exercised in handling passenger equipment. When attaching them to a train, or to other cars on a siding, stop them

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about ten feet distant and then move slowly to make the coupling. This also applies when a train is backed to take on a coach, sleeper or dining car.

Assistant Yardmaster responsibilities include:

- Seeing that engines and trains are ready to start at the appointed time after switching in the yard, that enginemen and trainmen are at their posts and that cars are inspected properly and those requiring repairs sent to repair track
- Ensuring engines are not permitted to stand in the vicinity of waiting rooms or near cars occupied by passengers where the noise or smoke will disturb the occupants
- Reporting accidents in yards, violation of rules and cars received in damaged condition
- Not permitting a train to leave the yard when they have reason to believe any member of the crew is ill, or otherwise not in condition to render safe or satisfactory service
- Must study carefully and observe fully all other rules, bulletins and regulations which in any way relate to their duties

The assistant yardmaster reports to the yardmaster and in the yardmaster's absence to the general superintendent.

**Outcomes/Goals:** The volunteer will know the assignments of an assistant yardmaster 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 yardmaster will be required to attend the annual Operating Department required rules testing and training.

The assistant yardmaster must attend a formal and requisite training session that is focused specifically on safety and museum operations.

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The assistant yardmaster must attend a formal and requisite training session that is focused specifically on their position and communication operations. Other topics include instructions for other railroad equipment and handling of museum equipment.

The museum volunteer manager or general superintendent will supervise all 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 yardmaster 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.

**Qualifications Needed:** Assistant yardmaster 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 yardmaster or assistant yardmaster will be taken into consideration in determining qualification for this position.

Previous experience is not needed, but training is required.

The ability to write neatly and legibly is preferred.

There is one class of the Assistant Yardmaster:

1. Assistant Yardmaster

Other documents:

- General Code of Operating Rules
- Operating Department Entrance and Service Requirements book

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