



# OPERATING DEPARTMENT

	SECTION	SUBJECT
	JOB DESCRIPTION	CONDUCTORS

Report to the Superintendent of Operations.

The general direction and government of a train is vested in the conductor, and all person employed on the train will obey his instructions.

Should there be any doubt as to authority or safety of proceeding, from any case, he will consult the engineer and be equally responsible with him/her for the safety and proper handling of the train and for such use of signals and other precautions as the case may require.

He/she must report for duty at the required time and see that his/her crew is on hand.

He/she 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 his tour of duty. He/she must promptly inform proper authority of any personal injuries that are sustained by any volunteer/employee working under his jurisdiction.

Before starting he/she must see that train is provided with proper tools and sufficient supplies of all kinds; that piston travel on all cars in train has been inspected, and that the brakes are in proper working order.

He/she must see that subordinates are familiar with their duties, and ascertain the extent of their experience and knowledge of the rules; instruct them if necessary, in the proper performance of their work, and caution them as to its risks. Incompetence and disobedience must be reported to proper authority.

They must not permit a train to leave the yard or staging area when they have reason to believe any member of the crew is ill, or otherwise not in condition to render safe or satisfactory service.

He/she must inspect the running gear and brake and draft rigging as often and as closely as practicable while on the road, require brakemen to assist in such inspection, remedy as far as possible any defects discovered and remove from the train cars which are unsafe to run.

Conductors must report any defective or missing safety appliance on any cars in train.

When necessary to set out cars in bad order, report must be made to the proper authority, stating nature of defect, and giving initials and number of car.

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Conductors must study carefully and observe fully all rules and regulations which in any way relate to their duties.

Trainmen must keep in mind all orders and notices regarding the movement of the train and closely observe fixed signals and train signals, so as to be prepared to correct any oversight or mistake if there should be occasion to do so.

Works closely with the Operations Supervisors, Special Event Coordinators, the Chief Mechanical Officer, and the Yard Master to coordinate the needs of these various departments and their activities.

Conductors are responsible to keep daily records of trains, personnel and any special train/locomotives movements, including signing crew time records and placing all records in the proper place in the operations office

Conductors are responsible for the Safety Briefing should there be no supervisor on-duty and placing all safety briefing sheets in the proper place in the operations office.

**SAFETY:** Responsible for the safe operation within assigned area of responsibility. Ensure full compliance with all the regulatory and Feather River Rail Society standards, policies, codes and guidelines by operating personnel. Conduct safety meetings to communicate issues and safety related concerns. Solicit feedback from operating personnel to resolve current or potential safety infractions or unsafe work conditions.

**TEAMWORK:** Interface with other departments within the FRRS including the Gift Shop. Monitor and evaluate the conditions of the area of responsibility, ensure optimum responsiveness in all areas of work. Provide strategic focus, on key contacts and building agreement in matters that relate to safety, work processes, FRRS policies and procedures and the reliability of the museum operations.

**EMERGENCY RESPONSE:** Ensure safe, efficient and effective response to any emergency may occur within assigned area of responsibility. Review and assess skill of personnel for knowledge and understanding of established emergency procedures and provide training where needed.

**MANAGING FOR RESULTS:** Establish, workload and staffing for crews that will provide an efficient, effective and productive controls. Review indicators (i.e. audits, measures, etc.) that will provide useful information to determine areas for improvement and areas of high performance. Solicit feedback for improving efficiency and effectiveness. Provide recognition for achieving results and discipline for inappropriate behavior.

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**COMMUNICATION:** Responsible for delivering clear, accurate and timely information to volunteers, employees, **Gift Shop** and members. Provide information to volunteers, employees, and members, which gives the clear expectations and goals. Listen to feedback for concerns and issues that may impact meeting the goals of the FRRS.

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