



WESTERN PACIFIC RAILROAD MUSEUM

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Facility Manager
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Position Title: Facility Manager

Description/Purpose of Assignment: The facility manager is responsible for the operation and maintenance of the Feather River Rail Society property and buildings.

The facility manager inspects and repairs several different systems within the museum property and shall have the responsibility and authority for the operation and maintenance of the real property known as the Western Pacific Railroad Museum. This is defined to include all buildings, grounds, utilities, drainage structures, fences and roads.

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

List of Tasks:

- Ensuring member and visitor safety
- Training volunteers and employees
- Develops personal and professional growth opportunities for other volunteers and personnel for the Facilities Department
- Maintains a safe and secure work environment
- Promotes a positive, friendly and welcoming organization
- Maintains, tests, repairs and documents the property and buildings at the Western Pacific Railroad Museum
- Establishes, documents and enforces department standards

The position can be highly physical and may often include climbing and crawling. The facility manager must be prepared to lift, move, assemble and disassemble heavy equipment and objects. Facility Department members may also operate forklifts and large power tools.

The facility manager reports to the FRRS President.

The facility manager shall have the authority to appoint assistants.

The facility manager shall strive to maintain and improve the facility within a cost effective plan established by the Board of Directors of the Feather River Rail Society. Each year the facility manager shall submit a proposed budget to the FRRS Budget

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Committee for consideration. All facility expenditures shall be within the limits previously approved by the Board of Directors. Additional funds may be requested when special conditions dictate.

The facility manager shall have the responsibility and authority for all work done on the facilities by volunteer, employee, or contractor.

The facility manager may delegate authority for any assignment, responsibility shall not be delegated.

Outcomes/Goals: The volunteer will know the assignments of the facility manager 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 facility manager must attend a formal and requisite training session that is focused specifically on safety and museum operations. Other topics include instructions for other railroad equipment and handling of museum equipment.

The facility manager supervises all Facility 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 FRRS President or Board of Directors 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.

The facility manager should expect an on-going time commitment of approximately 10 - 20 hours per month during operation season and 5 to 10 hours during the off-season.

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Qualifications Needed: Facility manager candidates should possess an attention to detail, enjoy handling large responsibilities, interacting with the general public and posses strong leadership skills.

Previous experience as a facility manager or facility maintainer 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 facility manager position:

1. Facility Manager

Other documents:

- General Code of Operating Rules
- FRRS Safety and Health Program

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