



OPERATING DEPARTMENT

WESTERN PACIFIC RAILROAD MUSEUM

SECTION	SUBJECT
VOLUNTEER POSITION DESCRIPTION	Assistant Roadmaster

Position Title: Assistant Roadmaster

Description/Purpose of Assignment: The assistant roadmaster is responsible for assisting the roadmaster in the general direction and government of the Maintenance-of-Way (MOW) crews under the roadmaster's charge.

The assistant roadmaster reports to the roadmaster.

The assistant roadmaster must promptly report 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 roadmaster's tour of duty. The assistant roadmaster must promptly inform proper authority of any personal injuries sustained by any volunteer or employee working under their jurisdiction.

The assistant roadmaster must see that subordinates are familiar with their duties, and ascertain the extent of their experience and knowledge of the rules; instructing 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.

In the absence of the roadmaster, the assistant roadmaster will perform the duties of the roadmaster.

The assistant roadmaster works closely with, and must communicate and cooperate, with the superintendent of operations, other operations supervisors, special event coordinators, the chief mechanical officer, yardmaster, road foreman of engines and dispatchers to coordinate the needs of these various departments and their activities.

The assistant roadmaster may instruct any student position for which the assistant roadmaster is qualified.

As a minimum, the assistant roadmaster must maintain current qualification as a conductor, per the FRRS Operations Qualification Program, and shall be currently qualified on the FRRS Rules as provided for in the FRRS Qualification Standard.

The assistant roadmaster keeps the general public, and others that visit the museum grounds, clear of tracks and switches. Visitor safety is a major part of the responsibilities of the assistant roadmaster position.

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
1/1/2018	1	1/17/2018	Page 1 of 4



OPERATING DEPARTMENT

WESTERN PACIFIC RAILROAD MUSEUM

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Assistant Roadmaster
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This position is vital to the museum and requires patience and strong attention to detail.

List of Tasks:

- Ensuring crew, passenger and visitor safety
- Understanding the proper hand signals
- Assisting the roadmaster
- Working with other operating department members
- Assisting other crew members
- Removing and replacing track and track components (e.g. ties, rails, bars, etc.)
- Replace or repair track switches with specific components as required
- Correct deviations in track surface, alignment and gauge
- Receive instructions, requests, orders, information from posted bulletins, memorandums, rules and regulation manuals
- Adjust, lift and roll rails
- Sort track material for loading and unloading
- Install and repair street and railroad crossings
- Cut brush and vegetation from the right-of-way
- Spray switches, angle bars and joints with oil for lubrication

The assistant roadmaster should pass over their track frequently, visiting each section as often as practicable, inspecting outfit cars, section, bunk and tool houses, and know that labor and materials are used properly and economically. The assistant Roadmaster must ensure that the track is being maintained in safe condition and that MOW crews understand the rules, particularly those relating to safety and flagging, and that they have the prescribed flagging equipment and understand fully how to use it.

They must see that all MOW crews have and understand the current operating department rulebook; that all material, supplies and tools received are inspected carefully in accordance with specifications and checked. In case material is not in accordance with specifications, make report to the roadmaster or general superintendent, showing discrepancies, and hold until instructions are received.

They must familiarize themselves with boundary lines of the right of way and other land owned by the FRRS.

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
1/1/2018	1	1/17/2018	Page 2 of 4



OPERATING DEPARTMENT

WESTERN PACIFIC RAILROAD MUSEUM

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Assistant Roadmaster
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The assistant roadmaster must study carefully and fully observe all rules, bulletins and regulations related to their duties.

Outcomes/Goals: The volunteer will know the assignments of an assistant roadmaster and will have performed them successfully according to acceptable Operating Department policies and procedures. A significant part of the assistant roadmaster's assignment requires handling of and giving crew instructions. Assistant roadmaster performance is based on proper, courteous and safe operation.

Training: All volunteers are required to attend the annual Operating Department rules testing and training. The assistant roadmaster must attend a formal and requisite training session focused specifically on proper handling of duties. 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 roadmaster or general superintendent may request additional reports, such as progress reports.

Time Commitment: WPRM prefers that each volunteer agree to a minimum number 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 assistant roadmaster should expect an on-going time commitment of approximately 10 - 30 hours per month during on-season museum hours and 10 to 15 hours during the off-season hours.

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

Previous experience will be taken into consideration in determining qualification for this position.

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
1/1/2018	1	1/17/2018	Page 3 of 4



OPERATING DEPARTMENT

WESTERN PACIFIC RAILROAD MUSEUM

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Assistant Roadmaster
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Previous experience as a general superintendent, superintendent of operations, chief mechanical officer, mechanic, roadmaster, maintenance of way crew or other museum staff position will be taken into consideration in determining qualification for this position.

Previous experience is not needed, but training is required. The Operating Department has very specific requirements for department personnel.

The ability to write neatly and legibly is preferred.

There is one class of the assistant roadmaster position:

1. Assistant Roadmaster

Other documents:

- General Code of Operating Rules
- Operating Department Entrance and Service Requirements book
- FRRS Policies and Procedures
- Operating Crew Qualification Program
- Volunteer Manual

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
1/1/2018	1	1/17/2018	Page 4 of 4