



**OPERATING
DEPARTMENT
WESTERN PACIFIC RAILROAD MUSEUM**

| | SECTION | SUBJECT |
|--|---|--------------------|
| | VOLUNTEER POSITION DESCRIPTION | Car Foreman |

Position Title: Car Foreman

Description/Purpose of Assignment: The car foreman is the person in charge of maintaining the society's rolling stock and manages the carmen.

The car foreman may also assist in the restoration of rolling stock equipment for display at the museum.

The car foreman is responsible for assisting the carmen in maintaining the museum's rolling stock and equipment.

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

List of Tasks:

- Establishes and maintains a staff by recruiting, selecting and training volunteers and employees
- Develops personal and professional growth opportunities for car department personnel
- Maintains a safe and secure work environment
- Promotes a positive, friendly and welcoming organization
- Maintains, tests, repairs and documents the museum's rolling stock and equipment
- Establishes, documents and enforces department standards

The car foreman reports to the General Superintendent.

Outcomes/Goals: The volunteer will know the assignments of a car foreman 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.

Car foreman may be required to attend the annual Operating Department required rules testing and training. All car department members must attend a formal and requisite training session that is focused specifically on safety and museum operations.

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The car foreman 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 department manager and/or superintendent 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: Car foreman candidates should possess an attention to detail, enjoy handling large responsibilities and interacting with the general public.

Previous experience as a car foreman or carman 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 Car Foreman:

1. Car Foreman

Other documents:

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

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