



**OPERATING
DEPARTMENT
WESTERN PACIFIC RAILROAD MUSEUM**

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Chief Mechanical Officer
--	--	--

Position Title: Chief Mechanical Officer (CMO)

Description/Purpose of Assignment: The chief mechanical officer is responsible for the mechanical condition of all locomotives, freight cars, shops and equipment used in the process of inspecting, repairing and testing locomotives within the Western Pacific Railroad Museum.

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

List of Tasks:

- Ensuring passenger and visitor safety
- Inspect locomotives to ensure repairs are performed properly
- Training volunteers and employees
- Develops personal and professional growth opportunities for Mechanical Department personnel
- Maintains a safe and secure work environment
- Promotes a positive, friendly and welcoming organization
- Establishes, documents and enforces department standards

The chief mechanical officer ensures that all work is in accordance with the FRRS adopted guidelines, operations bulletins and best practices.

Additionally the chief mechanical officer:

- Works with the general superintendent, superintendent of operations and the yardmaster to maintain Mechanical Department records required by FRRS policies and procedures
- Assists in maintaining the locomotive maintenance budget
- Performs car maintenance and repair functions, including daily and periodic inspections and repair with the car foreman
- Operates and fires locomotives and utilizes proper practices in their operation
- Communicates effectively verbally and in writing with team members, volunteers and management
- Conducts mechanical training sessions
- Collaborates with other members of the management team to ensure an efficient operation

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
12/31/2017	1	1/29/18	Page 1 of 4



**OPERATING
DEPARTMENT
WESTERN PACIFIC RAILROAD MUSEUM**

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Chief Mechanical Officer
--	--	--

- Performs other duties that may be assigned
- Submits mechanical budget proposals to the board for approval
- Participates in developing an annual budget with the superintendent of operations and other departments
- Ensures full compliance with all the regulatory and Feather River Rail Society standards, policies, codes and guidelines

In the absence of the chief mechanical officer, the assistant chief mechanical officer shall act on behalf of the chief mechanical officer.

The chief mechanical officer reports to the general superintendent.

Outcomes/Goals: The volunteer will know the assignments of the chief mechanical officer 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 chief mechanical officer may be required to attend the annual Operating Department required rules testing and training.

The chief mechanical officer sets the attendance and the formal training requirements and training session that is focused specifically on safety and museum operations for the mechanical department.

Topics include:

1. Orientation to the Western Pacific Railroad Museum’s policies and procedures
2. Safety procedures
3. Mechanical Department rules and guidelines

The chief mechanical officer supervises mechanical 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

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
12/31/2017	1	1/29/18	Page 2 of 4



**OPERATING
DEPARTMENT
WESTERN PACIFIC RAILROAD MUSEUM**

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Chief Mechanical Officer
--	--	--

time to time. The general superintendent or FRRS President 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 chief mechanical officer 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.

On occasion, the volunteer should expect to travel to special events representing the museum.

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

The CMO shall be a qualified yard engineer or a qualified hostler.

Previous experience as a general superintendent, superintendent of operations, chief mechanical officer, mechanical department member or other museum staff position will be taken into consideration in determining qualification for this position.

Term of Service and Length of Service: This position has a term of one year, but can be re-appointed by the general superintendent or FRRS President an indefinite number of times.

Scope of Authority: The chief mechanical officer has the authority to change maintenance procedures, policies, create new directives for the maintenance of museum railroad equipment.

Working Relationship: The chief mechanical officer must have a close working relationship with the general superintendent, superintendent of operations, yardmaster

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
12/31/2017	1	1/29/18	Page 3 of 4



**OPERATING
DEPARTMENT
WESTERN PACIFIC RAILROAD MUSEUM**

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Chief Mechanical Officer
--	--	--

and other existing departments and their volunteers, newly developed departments, foundations or companies that provide grants and contractors and their subcontractors.

Progress Review: The performance of the chief mechanical officer is monitored on an ongoing basis and reviewed at least annually by the general superintendent.

Previous experience is not needed, but training is required.

The ability to write neatly and legibly is preferred.

There is one class of the general superintendent position:

1. Chief Mechanical Officer

Other documents:

- General Code of Operating Rules
- Entrance and Service Requirements
- FRRS Policies and Procedures
- Volunteer Manual

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
12/31/2017	1	1/29/18	Page 4 of 4