



# OPERATING DEPARTMENT

SECTION	SUBJECT
<b>JOB DESCRIPTION</b>	<b>CREW CALLER</b>

Reports to the Superintendent of Operations.

The person who is in charge of calling, scheduling or dispatching train or yard crews.

Responsible for keeping an up to date schedule of all crew members. This may be a hard copy, an electronic copy or other means of tracking crew assignments of a crew schedule

Responsible for posting an up to date schedule of train crew members and assignments. This may be a hard copy, an electronic copy or other means of tracking crew assignments

Responsible for the notification to the Superintendent of Operations or Supervisor of the Day of crew status. This also may include the Museum Manager when no other crew supervision is available.

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.

**SAFETY:** Responsible for compliance with all the regulatory and Feather River Rail Society standards, policies, codes and guidelines Solicit feedback from operating personnel to resolve current or potential safety infractions or unsafe work conditions.

**TEAMWORK:** Interface with other departments within the FRRS. 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 that may occur within assigned area of responsibility.

**MANAGING FOR RESULTS:** Establish, workload and staffing targets 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

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

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
5/1/02	4	9/7/11	1 of 1

Disk: FRRS File    OpsManual    File: Crew Caller R4 9-7-11