



**OPERATING  
DEPARTMENT  
WESTERN PACIFIC RAILROAD MUSEUM**

	SECTION	SUBJECT
	<b>VOLUNTEER POSITION DESCRIPTION</b>	<b>General Superintendent</b>

**Position Title:** General Superintendent

**Description/Purpose of Assignment:** The General Superintendent assumes a wide range of responsibilities in the process of managing, coordinating and organizing safety, policies, training specifications and museum activities.

The General Superintendent performs a wide range of activities, gives general direction on policymaking, governance of museum operations and train operations of the Western Pacific Railroad Museum.

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

**List of Tasks:**

- Training volunteers and employees
- Develops personal and professional growth opportunities for museum personnel
- Maintains a safe and secure work environment
- Promotes a positive, friendly and welcoming organization
- Establishes, documents and enforces department standards:
  1. General train safety and safety policies
  2. Train operations
  3. Yard operations
  4. Run-A-Locomotive operation
  5. Operating policies
  6. Accident investigations and reporting
  7. Train service requirements
  8. Responsible for the General Code of Operating Rules book

The General Superintendent ensures that all work is in accordance with the FRRS adopted guidelines, operations bulletins, policies and ARM Recommended Practices.

Additionally the General Superintendent:

- Submits operating plan proposals to the board for approval
- Participates in developing an annual budget with the Superintendent of Operations and other departments.
- Promotes safety and proper handling of trains and use of signals and other precautions for safe operations at the museum

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# OPERATING DEPARTMENT

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- Ensures full compliance with all the regulatory and Feather River Rail Society standards, policies, codes and guidelines
- Answers questions on safety in meetings and solicit feedback from personnel to resolve current or potential safety infractions or unsafe working conditions

In the absence of the Operating Superintendent, the Yardmaster or written instructions, the General Superintendent may switch the yard and coordinate the needs of the various departments and their activities, minimizing delay and disruption, while attempting to maintain suitable display of the museum's equipment for the benefit of the public as much as possible including the Run-A-Locomotive program.

The President of the Feather River Rail Society appoints this position.

The General Superintendent reports to the FRRS President.

**Outcomes/Goals:** The volunteer will know the assignments of the general superintendent 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 General Superintendent may be required to attend the annual Operating Department required rules testing and training.

The General Superintendent sets the attendance and the formal training requirements and training session that is focused specifically on safety and museum operations.

Topics include:

1. Orientation to the Western Pacific Railroad Museum's policies and procedures
2. Safety procedures
3. The General Code of Operating Rules

The General Superintendent may supervise all volunteers; however, an experienced volunteer may assist/lead in orientation and training. The General Superintendent may appoint the museum volunteer manager.

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**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 FRRS 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 General Superintendent should expect an on-going time commitment of approximately 10 - 30 hours per month year-round. On occasion, the volunteer should expect to travel to special events representing the museum.

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

Previous experience as a General Superintendent, Superintendent of Operations, 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 FRRS President an indefinite number of times.

**Scope of Authority:** The General Superintendent has the authority to change operating procedures, policies, create new directives, issue bulletins, revise the General Code of Operating Rules and revise safety procedures and rules.

**Working Relationship:** The General Superintendent must have a close working relationship with 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 General Superintendent is monitored on an ongoing basis and reviewed at least annually by the FRRS President.

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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. General Superintendent

Other documents:

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

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