



**OPERATING
DEPARTMENT
WESTERN PACIFIC RAILROAD MUSEUM**

	SECTION	SUBJECT
	VOLUNTEER POSITION DESCRIPTION	Supervisor

Position Title: Supervisor

Description/Purpose of Assignment: Supervisors are responsible for the general direction and government of the daily operation of Operating Department when authorized by the Superintendent of Operations.

The supervisor reports to the Superintendent of Operations or the General Superintendent.

Should there be any doubt as to authority or safety of proceeding, from any cause, the supervisor will consult the Superintendent of Operations and be equally responsible for the safety and proper handling of the train(s) and for such use of signals and other precautions as the case may require.

The supervisor 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 supervisor's tour of duty. The supervisor must promptly inform proper authority of any personal injuries sustained by any volunteer or employee working under the supervisor's jurisdiction.

The supervisor must report for duty at the required time and see that the crew is on hand.

Supervisors are responsible for the safety briefing and placing all safety-briefing sheets in the proper place in the operations office.

The supervisor 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.

The supervisor must see that engines and trains are ready to start at the appointed time; that enginemen and trainmen are at their posts; and that cars are inspected properly and those requiring repairs sent to repair track.

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The supervisor must not permit a train to leave the yard or staging area when there is reason to believe any member of the crew is ill, or otherwise not in condition to render safe or satisfactory service.

The supervisor 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, dispatchers, and the Roadmaster to coordinate the needs of these various departments and their activities.

Supervisors may instruct any student position for which the supervisor is qualified.

In the absence of the Yardmaster, or written instructions, operations supervisors or the Chief Mechanical Officer 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.

This includes, but is not limited to, having Run-A-Locomotive engines placed in various locations so that they are available for the customers at times scheduled.

Run-A-Locomotive engines are to be placed "First Out" on tracks when not in use, at all times when reasonably possible to make them available without switching and delaying other crews.

As a minimum, supervisors 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.

Supervisors keep 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 supervisor position.

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

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List of Tasks:

- Ensuring passenger and visitor safety
- Understanding the proper hand signals
- Working with other operating department members
- Assisting in exhibit preparation and moving equipment when needed
- Assisting other crew members
- Assisting in cleaning cabooses, locomotives and museum grounds

The supervisor must report promptly to proper authority any accidents or violations of rules and instructions and report any damage to cars, engines or other equipment, lading or property that occurs during the supervisor's tour of duty. The supervisor must promptly inform proper authority of any personal injuries sustained by any volunteer or employee working under the supervisor's jurisdiction.

The supervisor must promptly inform proper authority of any personal injuries sustained by any visitor.

The supervisor must ensure that subordinates are familiar with their duties and ascertain the extent of their experience and knowledge of the rules; instruct them, if necessary, in the proper performance of their work; and caution them as to its risks. The supervisor will report incompetence or disobedience to proper authority.

Supervisors must study carefully and fully observe all rules, bulletins and regulations related to their duties.

The supervisor works closely with the Superintendent of Operations, other operating department supervisors, special event coordinators, the Chief Mechanical Officer, and the Yardmaster to coordinate the needs of these various departments and their activities.

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

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Training: All volunteers are required to attend the annual Operating Department rules testing and training. The supervisor 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 Operating Department 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 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.

Qualifications Needed: Supervisor candidates should possess an attention to detail and enjoy handling large responsibilities and interacting with the general public.

Previous experience 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 supervisors.

The ability to write neatly and legibly is preferred.

There is one class of the supervisor position:

1. Supervisor

Other documents:

- Operating Department Entrance and Service Requirements book

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