



**OPERATING
DEPARTMENT
WESTERN PACIFIC RAILROAD MUSEUM**

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Carmen
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Position Title: Carmen

Description/Purpose of Assignment: The purpose of the carmen is to perform all the duties associated with the general inspection, maintenance and construction of freight cars, passenger cars and cabooses. Their responsibilities may require that they climb on, in, under and between cars in the performance of their duties.

Actual tasks that carmen perform include welding, painting, cutting of metal, and sandblasting. They may repair and replace coupling elements, brakes, journal bearings, wheels and other freight car, passenger cars and cabooses parts using hand equipment such as wrenches, power saws, hammers, torches, etc. Carmen are also responsible for lubricating all journal boxes. Larger maintenance tasks such as wheel and door replacement or general car construction require use and operation of hydraulic jacks, car trucks, car movers, cranes and derricks.

Carmen will be required to inspect and repair several different of rolling stock within the museum property.

The carmen also assists in the restoration of railroad equipment for display at the museum.

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

List of Tasks:

- Training volunteers and employees
- Maintains a safe and secure work environment
- Promotes a positive, friendly and welcoming organization
- Maintains, tests, repairs and documents the work on museum equipment.
- Establishes, documents and enforces department standards

The position can also be highly physical and may often include climbing and crawling. Carmen must be prepared to lift, move, assemble and disassemble heavy equipment and objects. They may also operate forklifts and large power tools.

The carmen report to the Car Foreman.

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

Carmen may be required to attend the annual Operating Department required rules testing and training. The carmen must attend a formal and requisite training session that is focused specifically on safety and museum operations.

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: Carmen candidates should possess an attention to detail, enjoy handling large responsibilities and interacting with the general public.

Previous experience as a carmen or car foreman 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 Carmen position:

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1. Carmen

Other documents:

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

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