



OPERATING DEPARTMENT

WESTERN PACIFIC RAILROAD MUSEUM

SECTION	SUBJECT
VOLUNTEER POSITION DESCRIPTION	Trainmaster

Position Title: Trainmaster

Description/Purpose of Assignment: The trainmaster will exercise general supervision over all volunteers and employees in the Operating Department. The trainmaster will see that the rules are fully understood and observed by the crewmembers and that they are in condition to render efficient and safe service.

The trainmaster will examine conductors, brakemen, engineers, firemen and such other employees as the superintendent of operation may designate; on the rules and regulations and must know that each understands those pertaining to their duties before permitting them to commence work.

The trainmaster reports to the general superintendent and shall report to the superintendent of operations in the absence of the general superintendent.

Should there be any doubt as to authority or safety of proceeding, from any cause, the trainmaster 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 trainmaster 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 trainmaster's tour of duty. The trainmaster must promptly inform proper authority of any personal injuries sustained by any volunteer or employee working under their jurisdiction.

Trainmasters shall see that reliable persons are selected for trainmen; that trainmen, enginemen, operators, etc. are supplied with all the necessary signals and use them in strict accordance with the rules.

Trainmasters shall attend the safety briefing.

The trainmaster 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

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to its risks. Incompetence and disobedience must be reported to proper authority.

The trainmaster 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.

Trainmasters may instruct any student position for which the trainmaster is qualified.

As a minimum, trainmaster 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.

Trainmasters 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 trainmaster position.

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

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 the superintendent of operations
- Assisting other crew members

Trainmasters will make monthly inspection of train equipment and frequent inspection of bulletin boards and train registers.

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Trainmasters must devote as much time as is at their disposal to riding trains, making efficiency tests and in other ways know that the rules and regulations are understood and complied with by all employee at all times.

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

Trainmasters will perform such other duties as may be assigned them by proper authority.

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

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 general 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.

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Qualifications Needed: Trainmaster candidates should possess an attention to detail, 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 trainmasters.

The ability to write neatly and legibly is preferred.

There is one class of the supervisor position:

1. Trainmaster

Other documents:

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

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