



# OPERATING DEPARTMENT

| SECTION                | SUBJECT                                    |
|------------------------|--|
| <b>JOB DESCRIPTION</b> | <b>ENGINEMEN<br/>ENGINEERS AND FIREMEN</b> |

Report to the Superintendent of Operations.

Engineer must report for duty at the required time; see that his fireman is on hand, and remain on duty with engine until it is delivered at the designated place at end of trip, or until relieved properly.

Unless otherwise instructed, engineers shall permit no one to handle the engine, except the fireman when competent, and then only by consent of the proper authority and in the presence of and under the direction of the engineer; the responsibility remains with the engineer. An engineer or fireman having less than the prescribed experience must not handle the engine of a passenger train.

Engineer must know by personal examination that tools, flags, lamps, and all other signal appliances with which engine should be supplied, are in good and serviceable condition, also that there is a full supply of fuel, water, dry sand.

Enginemen must inspect classification lamps frequently, and marker lamps when used, to see that all are burning brightly. Avoid the use of badly soiled flags; they are misleading and therefore unsafe.

On taking engines at the engine house or station, ascertain whether engine(s) are in good condition, giving particular attention to condition of brakes

See that all connections between the engines when doubleheaders are used, and are made properly and securely.

Enginemen must be alert in all matters pertaining to safety and while running must keep a constant and vigilant lookout, carefully note all signals, observe position of switches affecting their movement, and watch for obstructions and defects in track. They must look back frequently for signals and indications of defects in train, especially while rounding curves and approaching sidings.

When it becomes evident that rear of train requires protection, engineer should signal flagman, brakemen, and/or conductor to go back immediately and, if necessary, repeat the signal until protection is assured.

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If a train makes an improper station stop, it must not be moved until the conductor gives signal to do so. After making stop, train shall not be moved while passengers are leaving or entering the train.

Render necessary assistance in switching and making up train. While switching, engineer and fireman must remain on engine. Exercise great care while couplings are being made and give close attention to signals. Engine must be under control when approaching switches which are to be thrown.

Engineers must exercise caution and good judgement in starting and stopping, to avoid violent or sudden movements which might cause discomfort or injury to passengers, or damage to equipment.

Engines must not be left without a qualified volunteers/employees in charge, except at designated places; and must not be left standing in such position as to block movements on adjoining tracks or crossings.

Except to prevent accident, or in compliance with Rule 14, the whistle must not be sounded or bell rung by night while opposite a residential home(s) or while passing outfit cars and stations during the hours volunteers/employee are sleeping.

When there is no conductor, or when the conductor is disabled, unless otherwise directed, the engineer will have charge of the train and will be governed by the rules prescribed for conductors.

Engineers must know that their firemen are familiar with and understand the application of rules relating to the movement, protection and safety of trains. See that they are familiar with their duties, instructing them if necessary in the proper performance of their work and caution them as to its risk Incompetence and disobedience must be reported.

Engineers must report to the Mechanic Department any defect or improper condition of engine, and at the end of each trip enter on the work book the repairs required.

Fireman should keep a lookout while passing through stations and approaching crossings. Notice especially switch targets and lights which may not be visible to engineer.

When approaching or leaving a station, firemen must watch for signals, being careful to get proper proceed signal before reporting "all clear" to engineer

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Firemen must observe signals sounded or displayed by other trains, calling engineer's attention promptly to any that may be doubtful or have been overlooked; and keep in mind all orders and notices regarding the movement of the train, so as to be prepared to correct any oversight or mistake if there should be occasion to do so.

Engineers and firemen must study carefully and observe fully all other rules and regulations which in any way relate to their duties.

Works closely with the Operations Supervisors, and the Conductor to coordinate the needs of these various departments and their activities.

**SAFETY:** Responsible for the safe operation of engines. Ensure full compliance with all the regulatory and Feather River Rail Society standards, policies, codes and guidelines by locomotive personnel. 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 within assigned area of responsibility. Review and assess skill of personnel for knowledge and understanding of established emergency procedures and provide training where needed.

**MANAGING FOR RESULTS:** 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.

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