



**OPERATING
DEPARTMENT
WESTERN PACIFIC RAILROAD MUSEUM**

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Superintendent of Operations
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Position Title: Superintendent of Operations

Description/Purpose of Assignment: The superintendent of operations is responsible for the overall general direction and governance of the Operating Department. Responsible for the operation of all trains and train related operations. This shall include both on and off site museum operations and excursion train related operations.

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

List of Tasks:

- Ensuring passenger and visitor safety
- Training volunteers and employees
- Develops personal and professional growth opportunities for operating department 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 examinations

The superintendent of operations ensures that all work is in accordance with the FRRS adopted guidelines, operations bulletins and policies.

Additionally the superintendent of operations:

- Creates and administers policies for the Operating Department, including supervising and training operating crews in safe and proper railway practices
- Provides leadership through knowledge of railway procedures to facilitate museum activities and operations

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
12/31/2017	6	12/29/2017	Page 1 of 5

Superintendent of Operations Position R 6 12-29-2017



**OPERATING
DEPARTMENT
WESTERN PACIFIC RAILROAD MUSEUM**

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Superintendent of Operations
--	--	--

- Responsible for assuring adherence to consistent and professional practices of the Operating Department
- Responsible for record keeping of all Operating Department documents, which may include training, safety, reports of performed work and daily train reports
- Submits operating plan proposals to the general superintendent for approval
- Participates in developing an annual budget with the general superintendent and other departments
- Promotes safety and proper handling of trains and use of signals and other precautions for safe operations at the museum
- Answers questions on safety in meetings and solicits feedback from personnel to resolve current or potential safety infractions or unsafe working conditions

The superintendent of operations is responsible enforcing compliance with the General Code of Operating Rules, Code of Safe Practices and Feather River Rail Society Policies and Procedures of all volunteers and employees of the Operating Department,

The superintendent of operations may be assigned other responsibilities as described from time to time by the general superintendent or the FRRS President.

The superintendent of operations employs other persons, such as but not limited to, assistant superintendent of operations, trainmasters, yardmasters, road masters, road foreman of engines, maintenance-of-way workers, dispatchers conductors, engineers, fireman, brakeman, hostlers, flagmen, car attendants, switch tenders, crossing guards, supervisors and other such volunteers/employees whom may work in any capacity within the Operating Department.

The superintendent of operations may employ other supervisors, assistant's or advisors as necessary to ensure compliance with all operating rules and regulations.

In the absence of the yardmaster, assistant yardmaster or written instructions, the superintendent of operations 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.

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
12/31/2017	6	12/29/2017	Page 2 of 5



**OPERATING
DEPARTMENT
WESTERN PACIFIC RAILROAD MUSEUM**

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Superintendent of Operations
--	--	---

The general superintendent of the Feather River Rail Society appoints this position with the approval of the FRRS President or Vice-President.

The superintendent of operations reports to the general superintendent.

Outcomes/Goals: The volunteer will know the assignments of the superintendent of operations 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 superintendent of operations is required to attend the annual Operating Department required rules testing and training. The superintendent of operations may perform the training for the operating department members.

The superintendent of operations, with the general superintendent, sets the attendance and the formal training requirements for the 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 superintendent of operations supervises all Operating Department volunteers; however, an experienced volunteer may assist/lead in orientation and training.

The superintendent of operations may appoint an assistant superintendent of operations.

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.

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
12/31/2017	6	12/29/2017	Page 3 of 5



**OPERATING
DEPARTMENT
WESTERN PACIFIC RAILROAD MUSEUM**

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Superintendent of Operations
--	--	--

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 superintendent of operations should expect an on-going time commitment of approximately 10 - 30 hours per month during operation season and 2 to 3 hours during the off-season hours as required.

On occasion, the volunteer should expect to travel to special events representing the museum.

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

Previous experience as a superintendent of operations, assistant superintendent of operations, supervisor, 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 general superintendent or the FRRS President an indefinite number of times.

Scope of Authority: The superintendent of operations 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 with the approval of the general superintendent.

Working Relationship: The superintendent of operations 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.

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
12/31/2017	6	12/29/2017	Page 4 of 5
Superintendent of Operations Position R 6 12-29-2017			



**OPERATING
DEPARTMENT
WESTERN PACIFIC RAILROAD MUSEUM**

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Superintendent of Operations
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Progress Review: The performance of the superintendent of operations is monitored on an ongoing basis and reviewed at least annually by the general superintendent or the FRRS President.

Previous experience is not needed, but training is required.

The ability to write neatly and legibly is preferred.

There is one class of the superintendent of operation position:

1. Superintendent of Operations

Other documents:

- General Code of Operating Rules
- FRRS Policies and Procedures
- Volunteer Manual

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
12/31/2017	6	12/29/2017	Page 5 of 5
Superintendent of Operations Position R 6 12-29-2017			