



MECHANICAL DEPARTMENT

WESTERN PACIFIC RAILROAD MUSEUM

SECTION	SUBJECT
VOLUNTEER POSITION DESCRIPTION	Assistant Chief Mechanical Officer

Position Title: Assistant Chief Mechanical Officer (ACMO)

Description/Purpose of Assignment: The assistant chief mechanical officer is responsible for assisting the chief mechanical officer (CMO) for the mechanical condition of all locomotives, freight cars, shops and equipment used in the process of inspecting, repairing and testing locomotives within the Western Pacific Railroad Museum.

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

List of Tasks:

- Ensuring member and visitor safety
- Inspects locomotives to ensure repairs are performed properly
- Helps in the training volunteers and employees
- Helps maintain a safe and secure work environment
- Helps promote a positive, friendly and welcoming organization
- Helps establish, document and enforce department standards

The assistant chief mechanical officer helps ensure that all work is in accordance with the FRRS adopted guidelines, bulletins and best practices.

Additionally the assistant chief mechanical officer:

- Works with the general superintendent, superintendent of operations and the yardmaster to maintain Mechanical Department records required by FRRS policies and procedures
- Performs car maintenance and repair functions, including daily and periodic inspections and repair with the car foreman
- Operates and fires locomotives and utilizes proper practices in their operation
- Communicates effectively verbally and in writing with team members, volunteers and management
- Helps conduct mechanical training sessions
- Collaborates with other members of the management team to ensure an efficient operation
- Performs other duties that may be assigned
- Helps ensure full compliance with all the regulatory and Feather River Rail Society standards, policies, codes and guidelines

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In the absence of the chief mechanical officer, the assistant chief mechanical officer shall assume the duties of the chief mechanical officer.

The assistant chief mechanical officer reports to the chief mechanical officer.

Outcomes/Goals: The volunteer will know the assignments of the assistant chief mechanical officer 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 assistant chief mechanical officer may be required to attend the annual Operating Department required rules testing and training.

The assistant chief mechanical officer assists the chief mechanical officer in the attendance and the formal training requirements and training session that is focused specifically on safety and museum operations for the mechanical department.

Topics include:

1. Orientation to the Western Pacific Railroad Museum’s policies and procedures
2. Safety procedures
3. Mechanical department rules and guidelines

The assistant chief mechanical officer may supervise mechanical department 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 chief mechanical officer 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

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completed at home or outside the museum may be done at the convenience of the volunteer, provided it has been approved.

The assistant chief mechanical officer should expect an on-going time commitment of approximately 10 - 30 hours per month during on-season museum hours and 10 to 15 hours during the off-season hours.

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

Qualifications Needed: Assistant chief mechanical officer candidates should possess an attention to detail, enjoy handling large responsibilities, interacting with the general public and possess strong leadership skills.

The assistant chief mechanical officer shall be a qualified yard engineer or a qualified hostler.

Previous experience as a general superintendent, superintendent of operations, mechanical department member 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 chief mechanical officer, general superintendent or FRRS President an indefinite number of times.

Scope of Authority: The assistant chief mechanical officer has the authority to change maintenance procedures, policies, create new directives, issue bulletins, for the maintenance of museum railroad equipment with the approval of the chief mechanical officer.

Working Relationship: The assistant chief mechanical officer must have a close working relationship with the chief mechanical officer, general superintendent, superintendent of operations, yardmaster and other existing departments and their volunteers, newly developed departments, foundations or companies that provide grants and contractors and their subcontractors.

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Progress Review: The performance of the assistant chief mechanical officer is monitored on an ongoing basis and reviewed at least annually by the chief mechanical officer.

Previous experience is not needed, but training is required.

The ability to write neatly and legibly is preferred.

There is one class of the assistant chief mechanical officer position:

1. Assistant Chief Mechanical Officer

Other documents:

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

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