



RESTORATION DEPARTMENT

WESTERN PACIFIC RAILROAD MUSEUM

SECTION	SUBJECT
VOLUNTEER POSITION DESCRIPTION	Restoration Manager

Position Title: Restoration Manager

Description/Purpose of Assignment: The restoration manager is responsible for the management of the museum restoration projects, which includes locomotives, steam-powered engines, passenger and freight cars.

The restoration manager reports to the FRRS President.

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

List of Tasks:

- Ensuring member and visitor safety
- Inspects rolling stock 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
- Works with the restoration specialists, mechanical department, general superintendent, superintendent of operations and other members of the museum
- Assist the public inquiring about the railroad museum, railroad history and restoration activities
- Communicates effectively verbally and in writing with team members, volunteers and management
- Helps conduct restoration/mechanical training sessions
- Collaborates with other members of the management team to ensure an efficient operation
- Performs other duties that may be assigned
- Solves work related problems, make decisions, and provide instructions
- Understands mechanical operations of machinery
- Drives heavy duty service truck, including truck mounted crane
- May be required to pull trailers

The restoration manager ensures that all work is in accordance with the FRRS adopted guidelines, bulletins and best practices.

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Additionally the restoration manager assists the restoration specialists:

- Restore and maintain vintage railroad rolling stock, which includes locomotives, steam-powered engines, passenger and freight cars; disassemble rolling stock, clean and fabricate components and paint finished work.
- Disassemble railroad rolling stock and clean components in preparation for further restoration activities; remove glass from windows; pull up flooring; remove siding and unbolt brake rigging
- Mill lumber required for building new or replacement components such as wooden car frame; finish woodwork, molding and trim work using appropriate tools
- Prepare rolling stock components by sanding and filling wood; paint components using prescribed finishing techniques; reassemble components to restore rolling stock to desired appearance
- Maintain records of disassembled rolling stock; identify and note unusual situations such as pieces of wood with identifying marks; determine best method for cleaning parts; sort and evaluate cleaned parts to determine whether or not they can be repaired
- Perform equipment maintenance in accordance with established maintenance schedules and maintain records of date and type of maintenance performed
- Perform car maintenance and repair functions, including daily and periodic inspections and repair with the car foreman
- Inspect, maintain, troubleshoot and repair malfunctions in diesel engines, air brake equipment, running gear or locomotive components
- Rivet, bolt, glue, braze or weld to fabricate, modify or design replacement parts for equipment
- Fabricate, cut, shape, and perform finish operations using various types of materials

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

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

The restoration manager should expect an on-going time commitment of approximately 20 - 40 hours per month during on-season museum hours and 5 - 15 hours during the off-season hours depending on the projects in progress.

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

Qualifications Needed: Restoration manager 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 restoration specialist, restoration specialist helper, operating department member, mechanical department member, maintenance of way 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 FRRS President or general superintendent an indefinite number of times.

Scope of Authority: The restoration manager has the authority to work on railroad equipment under the direction of the FRRS President or general superintendent for the maintenance and repair of museum railroad equipment.

Working Relationship: The restoration manager must have a close working relationship with the FRRS President, restoration specialists, chief mechanical officer, assistant chief

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mechanical officer, general superintendent, superintendent of operations and other existing departments and their volunteers.

Progress Review: The performance of the restoration manager is monitored on an ongoing basis and reviewed at least annually by 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 restoration manager:

1. Restoration Manager

Other documents:

- FRRS Policies and Procedures
- Volunteer Manual

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