



OPERATING DEPARTMENT

WESTERN PACIFIC RAILROAD MUSEUM

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Dispatcher
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Position Title: Dispatcher

Description/Purpose of Assignment: The dispatcher is responsible for authorizing the occupancy of main track and sidings by issuing track bulletins and warrants and communicating such authorities to train crews, track crews and others when required by the general superintendent or superintendent of operations.

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

List of Tasks:

- Ensuring crew, passenger and visitor safety
- Training volunteers and employees
- Develops personal and professional growth opportunities for other dispatchers
- Maintains a safe and secure work environment
- Promotes a positive, friendly and welcoming organization
- Establishes, documents and enforces department standards

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

Additionally the dispatcher:

- Works with the general superintendent, superintendent of operations, yardmaster, operations supervisors, special event coordinators and the chief mechanical officer to coordinate the needs of these various departments and their activities
- Monitors train movements and conditions affecting movements (such as weather conditions, train crew availability, engine and equipment availability, track warrants/bulletins, general orders, timetables, and track and speed restrictions), taking indicated actions to assure safety and performance, and coordinating responses to unplanned events and emergency situations
- Communicating via telephone or radio with train crews, yard supervisory personnel, maintenance of way personnel and others regarding train movements and instructions, train orders and authorities
- Plans in advance for smooth and effective movement of trains and meets/passes to avoid unnecessary delays
- Conducts dispatcher training sessions as necessary

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
12/31/2017	5	12/31/2017	Page 1 of 4



OPERATING DEPARTMENT

WESTERN PACIFIC RAILROAD MUSEUM

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Dispatcher
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- Collaborates with other members of the management team to ensure an efficient operation
- Performs other duties that may be assigned
- Ensures full compliance with all the regulatory and Feather River Rail Society standards, policies, codes and guidelines

The dispatcher reports to the general superintendent.

Outcomes/Goals: The volunteer will know the assignments of the dispatcher 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 dispatcher is required to attend the annual Operating Department required rules testing and training.

The dispatcher sets the attendance and the formal training requirements and training session that is focused specifically on safety and museum operations for any dispatcher.

Topics include:

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

The dispatcher supervises other dispatcher 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.

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
12/31/2017	5	12/31/2017	Page 2 of 4



OPERATING DEPARTMENT

WESTERN PACIFIC RAILROAD MUSEUM

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Dispatcher
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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 dispatcher should expect an on-going time commitment of approximately 4 - 10 hours per month during on-season museum hours, when required and 1 - 3 hours during the off-season hours when required.

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

The dispatcher shall be a qualified conductor.

Previous experience as a dispatcher, chief dispatcher, general superintendent, superintendent of operations, conductor 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 FRRS President an indefinite number of times.

Scope of Authority: The dispatcher is responsible for the proper working of the transmission of messages, department of train dispatchers and operators.

Working Relationship: The dispatcher must have a close working relationship with the general superintendent, superintendent of operations, yardmaster, operations supervisors, special event coordinators, the chief mechanical officer and other existing departments and their volunteers.

Progress Review: The performance of the dispatcher is monitored on an ongoing basis and reviewed at least annually by the general superintendent.

Previous experience is not needed, but training is required.

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
12/31/2017	5	12/31/2017	Page 3 of 4

Dispatcher Position R 5 12-31-2017



OPERATING DEPARTMENT

WESTERN PACIFIC RAILROAD MUSEUM

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Dispatcher
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The ability to write neatly and legibly is preferred.

There is one class of the dispatcher position:

1. Dispatcher

Other documents:

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

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
12/31/2017	5	12/31/2017	Page 4 of 4

Dispatcher Position R 5 12-31-2017