



OPERATING DEPARTMENT

WESTERN PACIFIC RAILROAD MUSEUM

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Designated Supervisor of Locomotive Engineers (DSLE)
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Position Title: Designated Supervisor of Locomotive Engineers (DSLE)

Description/Purpose of Assignment: Designated supervisor of locomotive engineers (DSLE) ,sometimes referred to as road foreman of engines, is responsible for the general training and certification of locomotion engineers.

The DSLE reports to the general superintendent.

Should there be any doubt as to authority or safety of proceeding, from any cause, the DSLE will consult the superintendent of operations and/or the general superintendent and be equally responsible for the safety and proper handling of the train(s) and for such use of signals and other precautions as the case may require.

The DSLE must promptly report to proper authority any accidents or violations of rules and instructions, report any damage to cars, engines or other equipment, lading or property that occurs during the DSLE's tour of duty.

The DSLE supervises persons involved with train service during train operations. A designated supervisor of locomotive engineers must be able to appropriately test and evaluate the knowledge and skills of locomotive engineers.

The DSLE must see that crewmembers are familiar with their duties, and ascertain the extent of their experience and knowledge of the rules; instructing them if necessary, in the proper performance of their work, and caution them as to its risks. Incompetence and disobedience must be reported to proper authority.

The DSLE must not permit a train to leave the yard or staging area when there is reason to believe any member of the crew is ill, or otherwise not in condition to render safe or satisfactory service.

The DSLE works closely with, and must communicate and cooperate with, the general superintendent, superintendent of operations, other operations supervisors, special event coordinators, the chief mechanical officer, yardmaster, dispatchers and the roadmaster to coordinate the needs of these various departments and their activities while on-duty.

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The DSLE may instruct any student position for which they are qualified.

As a minimum, the DSLE must maintain current qualification as a passenger engineer, per the FRRS Operations Qualification Program, and shall be currently qualified on the FRRS rules as provided for in the FRRS Qualification Standard.

The DSLE keeps the general public and others that visit the museum grounds, clear of tracks and switches. Visitor safety is a major part of the responsibilities of the DSLE position.

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

List of Tasks:

- Ensuring passenger, visitor and crew safety
- Understanding the proper hand signals
- Working with other operating department members
- Assisting in exhibit preparation and moving equipment when needed
- Assisting other crew members

The DSLE must ensure that subordinates are familiar with their duties and ascertain the extent of their experience and knowledge of the rules, instruct them, if necessary, in the proper performance of their work and caution them as to its risks. The DSLE will report incompetence or disobedience to proper authority.

The DSLE must study carefully and fully observe all rules, bulletins and regulations related to their duties.

Considerable knowledge of FRRS regulations regarding the operation and maintenance of its railroad including: track safety standards, locomotive engineer certification, hours of service, locomotive inspection, air brakes, safety appliances and railroad car inspection is required.

Considerable knowledge of the principles and practices with the ability to plan, organize, coordinate, schedule and execute railroad train and switching operations is also required.

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The designated supervisor of locomotive engineers must have the necessary supervisory experience to deal with any noted deficiencies in the training, knowledge or skills of a person seeking to obtain or retain engineer certification or recertification.

Outcomes/Goals: The volunteer will know the assignments of a DSLE and will have performed them successfully according to acceptable Operating Department policies and procedures. A significant part of the DSLE assignment requires handling of and giving crew instructions. DSLE performance is based on proper, courteous and safe operation.

The volunteer assists in implementation of the FRRS Locomotive Engineer Certification Program by serving as designated supervisor of locomotive engineers and conducting necessary testing and supervision required by that position.

The DSLE is responsible for completing records associated with engineer certification and other necessary record keeping.

The DSLE ensures compliance with FRRS Operating and Safety Rules, other applicable regulations and standards.

When conducting a skills performance test, a designated supervisor of locomotive engineers should use the FRRS DSLE Skill Performance Report.

Training: The DSLE is required to attend the annual Operating Department rules testing and training.

The DSLE must attend a formal and requisite training session focused specifically on proper handling of duties. Other topics include instructions for other railroad equipment and handling of museum equipment.

The museum volunteer manager or general superintendent will supervise all 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.

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Time Commitment: WPRM prefers that each volunteer agree to a minimum number 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 DSLE should expect an on-going time commitment of approximately 5 - 20 hours per month during on-season museum hours and 1 - 3 hours during the off-season hours.

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

Qualifications Needed: Designated supervisor of locomotive engineers candidates should possess an attention to detail, enjoy handling large responsibilities and interacting with the volunteers, employees and the general public.

Previous experience as a general superintendent, superintendent of operations, chief mechanical officer, passenger engineer or other museum staff position will be taken into consideration in determining qualification for this position.

Previous experience is needed, and training is required to meet the FRRS certification of locomotive engineers.

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The FRRS shall examine any person it is considering for qualification as a supervisor of locomotive engineers to determine that the candidate:

- (1) Knows and understands the requirements of this position
- (2) Can appropriately test and evaluate the knowledge and skills of locomotive engineers
- (3) Has the necessary supervisory experience to prescribe appropriate remedial action for any noted deficiencies in the training, knowledge or skills of a person seeking to obtain or retain certification
- (4) Is a certified passenger engineer

The ability to write neatly and legibly is preferred.

There is one class of the designated supervisor of locomotive engineers position:

1. Designated Supervisor of Locomotive Engineers

Other documents:

- General Code of Operating Rules
- Operating Department Entrance and Service Requirements book
- FRRS Policies and Procedures
- Operating Crew Qualification Program
- Certification of Locomotive Engineers
- DSLE Skill Performance Report
- Volunteer Manual

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