



MECHANICAL DEPARTMENT

WESTERN PACIFIC RAILROAD MUSEUM

SECTION	SUBJECT
VOLUNTEER POSITION DESCRIPTION	Mechanic

Position Title: Mechanic

Description/Purpose of Assignment: Mechanics are responsible for assisting the chief mechanical officer (CMO) and the assistant chief mechanical officer (ACMO) maintain the mechanical condition of all locomotives, freight cars, shops and equipment used in the process of operating, 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 and repairs locomotives, freight cars, shops and equipment.
- Helps in the training of volunteers and employees
- Helps maintain a safe and secure work environment
- Helps promote a positive, friendly and welcoming organization
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Mechanics help ensure that all work is in accordance with the FRRS adopted guidelines, bulletins and best practices.

Additionally mechanics:

- Work with the general superintendent, superintendent of operations and the yardmaster to maintain Mechanical Department records required by FRRS policies and procedures
- 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
- Perform periodic service on locomotives, cars and equipment
- Operate and fire locomotives and utilize proper practices in their operation

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- Communicate effectively verbally and in writing with team members, volunteers and management
- Help conduct mechanical training sessions
- Collaborate with other members of the management team to ensure an efficient operation
- Perform other duties that may be assigned
- Help ensure full compliance with all the regulatory and Feather River Rail Society standards, policies, codes and guidelines
- Troubleshoot and perform heavy repairs to all types of equipment components including gas and diesel engines, transmissions and differentials, hydraulic pumps, motors, cylinders, valves, various booms, electrical systems and conveyor belt systems
- Solve work related problems, make decisions and provide instructions to others
- Understand mechanical operations of machinery
- Drive heavy duty service trucks, including truck mounted cranes
- May be required to pull trailers

Outcomes/Goals: The volunteer will know the assignments of a mechanic 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.

Mechanics may be required to attend the annual Operating Department required rules testing 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 completed at home or outside the museum may be done at the convenience of the volunteer, provided it has been approved.

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Mechanics should expect an on-going time commitment of approximately 10 - 30 hours per month during on-season museum hours and 5 - 15 hours during the off-season hours.

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

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

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

Scope of Authority: Mechanics have the authority to work on railroad equipment under the direction of the CMO or ACMO for the maintenance of museum railroad equipment.

Working Relationship: Mechanics must have a close working relationship with the chief mechanical officer, assistant chief mechanical officer, general superintendent, superintendent of operations, yardmaster and other existing departments and their volunteers.

Progress Review: The performance of mechanics 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 mechanic position:

1. Mechanic

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Other documents:

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

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