



**OPERATING
DEPARTMENT
WESTERN PACIFIC RAILROAD MUSEUM**

	SECTION	SUBJECT
	VOLUNTEER POSITION DESCRIPTION	Signal Department Manager

Position Title: Signal Department Manager

Description/Purpose of Assignment: The Signal Department Manager is in charge of maintaining the society's computer, communication and railroad signal systems. The signal department assists in the restoration of signal equipment for display at the museum.

The Signal Department Manager is responsible for assisting the signal maintainers, IT/communications engineers and the signal department in the management of the society's communications systems.

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

List of Tasks:

- Establishes and maintains a staff by recruiting, selecting and training volunteers and employees
- Develops personal and professional growth opportunities for signal department personnel
- Maintains a safe and secure work environment
- Promotes a positive, friendly and welcoming organization
- Maintains, tests, repairs and documents the following infrastructure at the Western Pacific Railroad Museum:
 - The computer network, routers and wireless access points
 - Computer workstations and servers
 - Printers, copiers, fax machines, etc.
 - Webcam system
 - The telephone system
 - Railroad signal systems
 - Two-way radio systems
- Establishes, documents and enforces department standards

The Signal Department Manager reports to the General Superintendent.

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Outcomes/Goals: The volunteer will know the assignments of a signal department 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 Signal Department Manager may attend the annual Operating Department required rules testing and training.

The signal department must attend a formal and requisite training session focused specifically on safety and museum operations.

The Signal Department Manager must attend a formal and requisite training session focused specifically on their position and communication operations. Other topics include instructions for other railroad equipment and handling of museum equipment.

The Museum Volunteer Manager or General Superintendent will supervise all signal 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 General Superintendent 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.

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

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Previous experience as a signal department manager or signal maintainer will be taken into consideration in determining qualification for this position.

Previous experience is not needed, but training is required.

The ability to write neatly and legibly is preferred.

There is one class of the signal department manager position:

1. Signal Department Manager

Other documents:

- General Code of Operating Rules

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