



WESTERN PACIFIC RAILROAD MUSEUM

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Key Manager
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Position Title: Key Manager

Description/Purpose of Assignment: The key manager is responsible for lock and key control of the Feather River Rail Society property and buildings.

The key manager is responsible for following the Lock and Key Control Policy.

The key manager works closely with the facility manager in the protection of Feather River Rail Society (Western Pacific Railroad Museum).

The key manager inspects and repairs several different locking systems within the museum property that provide physical security and shall have the responsibility and authority for the operation and maintenance of the all locking devices, door locks, padlocks and keys for the real property known as the Western Pacific Railroad Museum. This is defined to include all buildings; doors; gates; lockers; switches; some railroad equipment such as locomotives, cars, cabooses, camp cars and historical/archive displays along with other types of equipment that need to be secured from the general public.

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

List of Tasks:

- Ensuring member and visitor safety
- Training volunteers and employees
- Develops personal and professional growth opportunities for other volunteers and personnel for the understanding of providing security to the FRRS
- Maintains a safe and secure work environment
- Promotes a positive, friendly and welcoming organization
- Maintains, tests, repairs and documents the lock and keying systems on the property and buildings at the Western Pacific Railroad Museum
- Establishes, documents and enforces department standards

The position can be highly physical and may often include climbing and crawling. The key manager must be prepared to lift, move, assemble and disassemble heavy equipment and objects. This manager may also operate forklifts and large power tools.

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The General Superintendent or the FRRS President appoints this position.

The key manager reports to the general superintendent.

The key manager shall have the authority to appoint assistants.

The key manager shall strive to maintain and improve the facility locking systems within a cost effective plan established by the FRRS Board of Directors. Each year the key manager shall submit a proposed budget to the FRRS Budget Committee for consideration. All lock and key expenditures shall be within the limits previously approved by the board of directors. Additional funds may be requested when special conditions dictate.

The key manager shall have the responsibility and authority for all work done on the facilities locking systems by volunteer, employee or contractor.

The key manager may delegate authority for any assignment; however, responsibility shall not be delegated.

Outcomes/Goals: The volunteer will know the assignments of the key 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 key manager must attend a formal and requisite training session that is focused specifically on safety and museum operations. Other topics include instructions for other railroad equipment and handling of museum equipment.

The key manager supervises all assistants under the manager's authority; however, an experienced volunteer may assist/lead in orientation 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 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.

The key manager should expect an on-going time commitment of approximately 3 to 5 hours per month during operation season and 1 to 2 hours during the off-season.

Qualifications Needed: Key manager candidates should possess an attention to detail, enjoy handling large responsibilities, interacting with the museum staff and volunteers and possess strong leadership skills.

Previous experience as a key or lock shop manager, locksmith or facility maintainer will locksmith experience shall be taken into consideration in determining qualification for this position.

The key manager may be required to be a locksmith in accordance with the lock and key control policy.

This position may be a contracted position to a certified locksmith.

Previous experience is not needed, but training is required.

The ability to write neatly and legibly is preferred.

There is one class of the key manager position:

1. Key Manager

Other documents:

- FRRS Safety and Health Program
- Lock and Key Control policy

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