



OPERATING DEPARTMENT

WESTERN PACIFIC RAILROAD MUSEUM

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Maintenance of Way Crewmember
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Position Title: Maintenance-of-Way (MOW) Crewmember

Description/Purpose of Assignment: Maintenance-of-way crewmembers work as a member of a team to install new railroad track, maintain existing track and right-of-way.

Maintenance-of-way crewmembers report to the roadmaster or assistant roadmaster.

Maintenance-of-way crewmembers 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 crewmembers tour of duty. The crewmembers must promptly inform proper authority of any personal injuries sustained by any volunteer or employee working under their jurisdiction.

MOW crewmembers must see that subordinates 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.

MOW crewmembers work closely with, and must communicate and cooperate, with the roadmaster, assistant roadmaster, superintendent of operations, other operations supervisors, special event coordinators, yardmaster, and dispatchers, to coordinate the needs of these various departments and their activities.

MOW crewmembers may instruct any student position for which they are qualified.

As a minimum, MOW crewmembers must maintain current qualification as a brakeman, per the FRRS Operations Qualification Program, and shall be currently qualified on the FRRS Rules as provided for in the FRRS Qualification Standard.

MOW crewmembers keep the general public, and others that visit the museum grounds, clear of tracks and switches.

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

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List of Tasks:

- Ensuring member, passenger and visitor safety
- Understanding the proper hand signals
- Working with other MOW crewmembers
- Working with operating department members
- Assisting other crewmembers
- Remove and replace track and track components (e.g. ties, rails, bars, etc.)
- Replace or repair track switches with specific components
- Correct deviations in track surface, alignment and gauge
- Receive instructions, requests, orders, and information from posted bulletins, memorandums, rules and regulation manuals
- Adjust, lift and roll rails
- Sort track material for loading and unloading
- Install and repair street and railroad crossings
- Cut brush and vegetation from the right-of-way
- Spray switches, angle bars and joints with oil for lubrication

MOW crewmembers must familiarize themselves with boundary lines of the right of way and other land owned by the FRRS.

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

Outcomes/Goals: The volunteer will know the assignments of a MOW crewmember and will have performed them successfully according to acceptable Operating Department policies and procedures.

Training: All volunteers are required to attend the annual Operating Department rules testing and training. MOW crewmembers 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.

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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 department manager and/or superintendent may request additional reports, such as progress reports.

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 MOW crewmembers should expect an on-going time commitment of approximately 5 - 8 hours per month during on-season museum hours and 1 - 2 hours during the off-season hours.

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

Previous experience will be taken into consideration in determining qualification for this position.

Previous experience as a general superintendent, superintendent of operations, chief mechanical officer, mechanic, roadmaster, assistant roadmaster, or other museum staff position 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.

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	SECTION	SUBJECT
	VOLUNTEER POSITION DESCRIPTION	Maintenance of Way Crewmember

There is one class of the maintenance-of-way crewmember position:

1. Maintenance-of-Way Crewmember

Other documents:

- General Code of Operating Rules
- Operating Department Entrance and Service Requirements book
- FRRS Policies and Procedures
- Operating Crew Qualification Program
- Volunteer Manual

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