



**OPERATING
DEPARTMENT
WESTERN PACIFIC RAILROAD MUSEUM**

	SECTION	SUBJECT
	VOLUNTEER POSITION DESCRIPTION	Switch Tender

Position Title: Switch Tender

Description/Purpose of Assignment: The purpose of the Switch Tender is to maintain a position at a track switch and upon instruction, throw the switch to the position indicated by the crew (e.g. brakeman, conductor, or supervisor).

This task involves keeping a keen eye open for crews and instructions during their assignments.

It also includes keeping the general public, and others that visit the museum grounds, clear of tracks and switches. Visitor safety is a major part of the responsibility of the Switch Tender.

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

List of Tasks:

- Ensuring passenger and visitor 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
- Assisting in cleaning cabooses , locomotives and museum grounds

Outcomes/Goals: The volunteer will know the assignment of a Switch Tender and performed successfully according to acceptable Operating Department policies and procedures. Since a significant part of the Switch Tender assignment requires handling of crew instructions, the performance is also based on proper and safe operation.

Training: All volunteers are required to attend the annual Operating Department rules testing and training. The Switch Tender must attend a formal and requisite training session that is focused specifically on proper handling of duties. Other topics include instructions for other railroad equipment and handling of museum equipment.

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The Museum Volunteer Manager or Operating Department 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. Additional reports, such as progress reports, may be needed as requested by the department manager and/or superintendent.

Time Commitment: WPRM prefers that each volunteer agrees to a minimum number of hours per month of 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: Switch Tender candidates should possess an attention to detail, enjoy handling large responsibilities and interacting with the general public.

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

Previous experience is not needed, but training is required. The Operating Department has very specific requirements for Switch Tenders.

Switch Tenders must meet all Operating Department “Entrance and Service Requirements” for the Switch Tender position.

The ability to write neatly and legibly is preferred.

There is one class of Switch Tender:

1. Switch Tender

Other documents:

- Switch Tender Guidebook
- Operating Department Entrance and Service Requirements book

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