

## **RAILROAD SHOP/RIGHT-OF-WAY SUPERVISOR**

**GENERAL STATEMENT OF DUTIES:** Performs very skilled technical work in the repair and maintenance of steam locomotives, steam traction engines, other steam equipment, railroad coaches, diesel locomotives and other related equipment; maintains railroad right-of-way including switches, signals, gates, trestles, rail, and track bed; operates lathes, precision mills, heavy duty shapers and other equipment used in the repair and maintenance of the railroad and other park equipment and facilities; supervises staff; works under general supervision; performs related duties as required.

### **STATEMENT OF TASKS:**

- Replaces, repairs or fabricates working parts of steam or diesel powered locomotives or other park equipment;
- Monitors and maintains all safety signal equipment, electrical and manual, including railroad crossing safety signal gates;
- Repairs, modifies or installs hydraulic or pneumatic air brake safety systems;
- Conducts chemical analysis of water supplies used in all steam engines, both moveable and stationary, to ensure proper mineral content;
- Conducts in-service training sessions for employees and instructs employees in all phases of repair and installation of equipment;
- Maintains and services locomotives, coaches, train operational equipment and other park related equipment;
- Operates and maintains the train yard, garage complex, all rolling stock, equipment and tools assigned;
- Maintains all necessary reports and prepares records;
- Utilizes outside sources for certain repairs, parts and/or services that are not capable of being done in-house;
- Ensures that all equipment meets operational safety standards in coordination with regulatory agencies;
- Performs such maintenance functions as dropping wheels, jacking locomotive, changing tires, grinding valves, changing brass bearings, maintaining cylinders and steam chests etc.
- Ensures that locomotive and coaches are well polished and clean at all times;
- Performs routine boiler washing and maintenance inspections as required;
- Ensures the maintenance and operation of switches, trestles, rails, ties and related equipment within the railroad right-of-way;
- Develops annual goals and evaluates progress in meeting those goals;
- Assists in developing program budget;
- Provides technical assistance in preparing funding applications related to the railroad;
- Coordinates the use of volunteers within the railroad shop and surrounding area and maintains a good working relationship.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

## RAILROAD SHOP/ RIGHT-OF-WAY SUPERVISOR

Page 2

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of steam and diesel locomotive engines;  
Ability to perform necessary maintenance and repairs to all railroad and other equipment and related rolling stock;  
Skill in gas and electrical welding;  
Skill in operating a lathe, large precision mills, heavy duty shapers, drill presses and high powered, heavy duty cut-off saws;  
Ability to do refined technical mechanical, metal and wood repairs, rebuilding and maintenance work to locomotives and related equipment;  
Skill in tempering a forge and shaping heavy steel casings;  
Ability to deal effectively with the public;  
Ability to supervise employees;  
Ability to maintain good working relationships;  
Ability to attend work regularly and work under stressful conditions.

### MINIMUM QUALIFICATIONS:

Two (2) years' experience in the maintenance of railroad related equipment.

### SPECIAL REQUIREMENTS:

Possession of a valid driver's license;  
Must be willing to work weekends, holidays and irregular hours;  
May be required to wear a prescribed work uniform.

Established: November 23, 1976

Revised: November 19, 1979

Revised: October 1, 2000

Revised: March 12, 2019

Revised: February 9, 2021

  
Human Resources Director