

RAILROAD OPERATIONS MANAGER

GENERAL STATEMENT OF DUTIES: Manages all facets of the Operations of the Huckleberry Railroad. Supervises the Railroad Locomotive Shop and the Railroad Car Restoration Shop. Maintains compliance with all Federal Railroad Administration (FRA) requirements in regard to Steam Locomotive operation and maintenance as well as rules and requirements for operating a Tourist Railroad Operation. Oversees the inspection, rebuilding and recertification of Steam Locomotives. Oversees the very skilled technical work in the repair and maintenance of steam locomotives, steam traction engines, other stationary steam equipment, railroad coaches, diesel locomotives and other related equipment; maintains and oversees the rebuilding of railroad right-of-way including switches, signals, gates, trestles, rail, and track bed and public road grade crossings; oversees machine shop operations; supervises staff; works under general supervision; performs related duties as required.

STATEMENT OF TASKS:

Maintains a copy of current FRA rules and regulations and ensures compliance with said rules and regulations.

Holds the position of "Roadmaster" in the Federally Required Bridge Safety Management Program.

Fulfills requirements of Michigan Public Act 421 HB4609 dated 12-21-2012 in regard to Public Grade Crossings.

Monitors and maintains all safety signal equipment, electrical and manual, including railroad crossing safety signal gates;

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;

Performs and/or oversees maintenance and operation of locomotives, coaches, train operational equipment, switches, trestles, rails, ties and related equipment within the railroad right-of-way.

Ensures that locomotive and coaches are well polished and clean at all times;

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; and related equipment within the railroad right-of-way;

Develops annual goals and evaluates progress in meeting those goals; Assists in developing program budget;

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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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Familiar with all Federal Railroad Administration (FRA) rules and regulations as they apply to Steam Locomotives and Tourist Railroad Operations;

Familiar with wooden Railroad Trestle design, construction and maintenance;

Familiar with wooden Railroad Passenger Car design, construction and maintenance.

Thorough knowledge of steam and diesel locomotives;

Ability to oversee necessary maintenance and repairs to all railroad and other equipment and related rolling stock;

Knowledge of lathes, large precision mills, heavy duty shapers, drill presses hydraulic presses and associated machine shop equipment;

Ability to oversee refined technical mechanical, metal and wood repairs, rebuilding and maintenance work to locomotives and related equipment;

Ability to obtain and maintain a Michigan Commercial Pesticide Applicator Certification;

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:

Five (5) years of experience in the maintenance of steam-operated locomotives, wooden railroad cars and operations of a passenger railroad.

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.



Human Resources Director

Established: July 2017