

# **CALIFORNIA STATE RAILROAD MUSEUM FOUNDATION (CSRMF)**

## **Director of Railroad Operations**

### **DESCRIPTION**

The CSRMF Director of Railroad Operations reports to the Foundation President and CEO and works closely with State Parks staff, Foundation staff and volunteers. The Director of Railroad Operations supervises a Chief Operations Officer in Sacramento and consults with other Foundation railroad operations. The reporting location is 106 K Street, Suite 200 in Old Sacramento and complimentary daily parking is available directly behind the California State Railroad Museum in Sacramento, California. Responsibilities include overseeing, coordinating, troubleshooting and managing all operations of a busy heritage tourist railroad to include overseeing and assigning the duties of all volunteers.

### **EXAMPLES OF ESSENTIAL DUTIES**

- Ensure compliance with all FRA rules and regulations
- Ensure compliance with all California Public Utilities Commission rules and regulations
- Develop and implement a formal training and certification program for training supervisors
- Develop and implement statistical performance measures for train crew education
- Develop a multi-tiered training program for all crew members
- Maintains and ensures that original personnel/qualifications records are maintained in the CSRMF business office, available for FRA inspection at all times
- Coordinates and supervises efforts of volunteer crew and employees directly engaged in operations and maintenance of the Sacramento Southern Railroad to include the Operating Crew, the Maintenance of Way Crew and the Signals Crew
- Coordinates all training, testing and promotion programs of operational personnel (or volunteers) and ensure that all tests are adequately and fairly administered
- Create a leadership group to establish protocols regarding the day-to-day operations of the railroad
- Interface at least twice a week with State Parks Chief Mechanical Officer
- Attend events in the community to assist recruiting volunteers to the railroad
- Oversee and provided guidance and direction to all volunteer groups that work with the railroad
- Draft monthly Operations Memorandum
- Prepares and submits annual operations budgets to the President and CEO

### **Our preferred candidate will possess the following qualities:**

- Completion of an associates' degree
- Prior experience in a supervisory position at a railroad either volunteer or professional is required (at least 5 years)

- Shall have a thorough working knowledge of all applicable FRA rules and regulations as related to the operations of heritage tourist operations
- Shall be familiar with the operation of steam locomotives, vintage diesel locomotives and vintage passenger cars
- Qualification with current certification as Conductor and Engineer
- Must have general computer skills with working knowledge of word processing, spreadsheets and other standard report production skills

Benefits package includes three weeks of paid vacation, medical, vision and dental insurance and a 401k retirement plan.

**Physical Requirements:**

Work is performed in a typical office environment as well as in and around the operating railroad (s). (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 25 pounds; occasionally up to 50 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise and work in dirty conditions.

**Other Requirements**

Must be willing to work weekends and holidays.

**Instructions to Applicants**

Please email a cover letter, resume and salary expectations to Cheryl Marcell, President and CEO ([cmarcell@csrmf.org](mailto:cmarcell@csrmf.org)) by December 6, 2019.