

Train Shop Foreman
Job Title

Maintenance
Division

CR614Y
Job Class

6
Grade

Manager
Reports to

Aug 25, 2010
Date

DOLLYWOOD
POSITION DESCRIPTION

I. Job Duties Position Exists to Perform

1. Proficient at operating all Dollywood Express steam locomotives and support equipment.
2. Personally operates the locomotives a minimum of four hours per week for the purpose of monitoring team member performance and condition of equipment.
3. Provides and/or oversees the proper training of all team members.
4. Identifies, organizes, plans and leads all aspects of operational inspection, maintenance, repair and compliance, insuring that all duties are performed in a safe, efficient and accurate manner.
5. Successfully recognizes the need and/or benefit of outside support in the areas of tooling, troubleshooting, repair, training and compliance.
6. Works effectively with outside vendors, steam train enthusiast, industry contacts and related agencies.
7. Proficient at performing and training recovery procedures from all locations around the railroad under a variety of weather conditions.
8. Complies with manufacturer's specifications, company policies & procedures, applicable regulations, and industry standards.
9. Provides oversight to the team Safety Trainer and insures that safety topics and procedures are communicated throughout the team.
10. Efficiently organizes and maintains records of work completed, oversees the recordkeeping of the operation and maintains accountability of others.
11. Responsible for locating, purchasing, payment, budgeting, tracking, reporting and managing the supply and payment process for the train operation.
12. Prepares and manages work schedules that maximize efficiency and meet budget allocations.
13. Effectively communicates with others, provides proper support and recognition to team members and establishes and maintains good relationships with outside sources.
14. Performs basic computer work using common software and applications.
15. Oversees the operation of the Dollywood machine shop.
16. Management reserves the right to change and/or add to these duties.

II. Educational/Experience/Skill Requirements

1. High School degree or GED required
2. Has extensive working knowledge of the components of steam trains and railroads and is knowledgeable about the operational requirements of the Dollywood Express and other tourist railways.
3. Has numerous years of experience operating the Dollywood Express steam locomotive and this experience demonstrates successful execution of similar duties and responsibilities including but not limited to the construction, operation, maintenance, repair, function and regulation of steam locomotives and railroads.
4. Has a positive safety record on the Dollywood Express and within the industry.
5. Has experience in welding and fabrication with knowledge of machine shop techniques and procedures.

III. Personality/Attitude Requirements

1. Highly motivated, self-starter
2. Ability to work well with others
3. Ability to work well with minimal supervision
4. Punctual, conscientious, friendly, outgoing, polite, courteous, thoughtful of others
5. Good personal hygiene
6. Willingness to accept changes in a positive manner
7. Ability to work well in stressful situations
8. Openness to ideas and willingness to learn new technology
9. Ability to accept frequent changes in work schedule

IV. Essential Functions Absolutely Necessary to Perform Job Duties

1. Walking, standing, climbing, kneeling, bending, twisting, stooping, crawling
2. Reaching high and low
3. Lifting and carrying 100 pounds
4. Manual dexterity
5. Hearing, listening, speaking, seeing, depth perception, color vision
6. Ability to tolerate a year round outdoor environment, with temperatures from 0 to 140 degrees
7. Ability to work at heights up to 60 feet
8. Ability to work extended hours
9. Ability to speak, read and write English well enough to effectively communicate with others
10. Ability to analyze and remember information
11. Ability to use power tools and equipment
12. Ability to tolerate approved exposure levels to various chemicals found in cleaning solvents, adhesives, paints, and lubricants
13. Ability to use hand tools and power tools such as track drill, rail bender, power threaded, air compressor, tamper, skill saw, electric drill, impact wrench, hand wrenches, shovel, and tamping pick
14. Dependable work attendance and flexibility with assigned work schedules
15. Ability to work with others in a friendly, positive manner