

**Indiana Railway Museum
d.b.a. French Lick Scenic Railway
&
Dubois County Railroad
Roadmaster**

The Roadmaster will report to the General Manager and be primarily responsible for the maintenance and upkeep track, bridges and all other track structures. The Roadmaster will also be responsible for supervising the MOW staff and employing them in an efficient and effective manner. Previous experience in railroad Maintenance of Way is required.

Primary Duties:

- Inspect and properly maintain track and track structures.
- Inspect and maintain ROW.
- Inspect and maintain the signal equipment.
- Supervise and employ MOW crew in a manner to maximize their effectiveness.
- Ensure that all inspections and paperwork are conducted and filed with the General Manager.
- Ensure that all vehicles and MOW equipment is maintained in a neat and safe condition.
- Coordinate with the General Manager on the overall focus of projects to ensure that funding is available.
- Alert the General Manger if conditions arise that necessitate a shift in the focus of work to correct safety hazards or potential violations.

Other Duties:

- Attendance at conferences and meetings that are pertinent with the execution of the MOW Foreman's duties.
- Operate as a part of the freight crew on the Dubois County Railroad as needed.
- Be available to supplement the train crew (operational aspects) in the event of a crew shortage.
- Learn the advanced aspects of Railroad Operations to include Safety, Operational Theory, Crew Responsibility, and Emergency Management. Must obtain/maintain certification of Conductor and Engineer.
- Assist in the setup and tear-down for special events.
- Other Duties As Assigned by the General Manager.

The primary work schedule will consist of Monday-Friday. Some evening and weekend work will be required in conjunction with the performance of the primary duties and the needs of the Museum as related to special events. Overtime hours may be required in order to successfully accomplish the duties of the position. The Roadmaster must rotate with other members of the MOW crew to provide "on-call" coverage for weekends and holidays.

Compensation:

- Hourly compensation based on experience paid weekly on a 52 week pay schedule.
- 2 weeks of paid leave (increases with time at the company)
- 4 sick/personal days per year
- Individual Health and Dental coverage after 60 days.
- An cellular phone to assist in the performance of the position's duties. Some limited personal use is permitted provided the plan limit is not exceeded. This will be outlined in the Cellular Phone Agreement Document.