

Dispatcher/Tower Operator Duties and Responsibilities

Description:

The Dispatcher/Tower Operator has the responsibility to control the railroad. As Dispatcher, He/She will communicate to the Road Engineers by radio to give them authority to operate their respective trains. The Dispatcher has ultimate authority regarding all train movements on the railroad. The Tower Operator gives authority to enter/exit yard and throws powered switches as needed.

Duties:

1. Setup Dispatch Board with Town Names and Crossovers

- Add other notes as needed to help control train operation
 - Crossovers
 - Passing Sidings
 - Bad Order Tracks

2. Waybills

- Request Waybills from the Yard Crews or the Operations Manager
- Write In the Train Name on the Waybill/Switch List
- Add the Engineer Name and Locomotive Number to the Waybill/Switch List
- Call the Engineer's as Their Respective Trains are Ready

3. Train Routing

- Insure That Trains are Departing the Yard in a Timely and Orderly Manner
- Manage Locals and Extras as They Proceed on the Railroad
- Communicate with and Update the Train Crews
- Direct Returning Trains to the Appropriate Tracks Within the Yard
 - i. Locals Return to the North Yard Return Tracks for Herding
 - ii. Extras and Passenger Trains Return to Tracks 1 Thru 6