

Sacramento Modular Railroaders Operations Manager Duties and Responsibilities

The Operations Manager is responsible for the overall performance of the SMRR operating sessions. The Goal is to have fun while maintaining the highest possible simulation of real railroading.

Duties at every Operations Session:

1. Layout Configuration

- Insure that the members are setting up the layout per the Module Coordinator's Design
- Review the Design and Determine if Stanislaus or Mill Are In Use this Session
- Review the Design and Assign the Modules into Districts – Typically we Assign Districts as follows:

District 1 – Elvas to Centennial Mills

District 2 – Elvas to Stump

District 3 – Centennial Mills to the Modesto Loop

District 4 – Stump to the Red Bluff Loop

District 5 - Delhi Grain and Mill Yard on the Stanislaus Module

District 6 - Main Yard and the Module(s) Connected to the Branch Off of the Tee

- Insure that the Signal Bridges are Set Out On the Layout Correctly

2. Insure that the computer and printer are Set Up and Ready for Use

3. Set up the Radio Charging Unit and Check Each Radio for Operation

4. Remind members to put out 3 sets of cars (A set is a mix of cars supporting their module)

- One Set in the Yard
- One Set at the Industries on Their Respective Module
- One Set on the Various Set Out Tracks or Passing Sidings Around the Layout for Pick Up by the Appropriate Way Freight (Sweeper)

5. Call Board and Crew Assignments

- Print off the Call Board and Crew Assignments Sign Up Sheets and Ask the Club President or Vice President to Obtain Sign Up's and Return to the OPS Manager
- Using the Waybill Switching Program
 - i. Generate Three Waybills for Districts 1,2,3, and 4
 - ii. Generate Two Waybills for District 5
 - iii. One Waybill for District 6
- Give the Waybills to the East and West Yard Switchmen for Make Up of Trains
- Once the Trains are Made Up – Hand the Waybills to the Tower Operator for Crew Call

6. Review setup of the Dispatch Board with the Dispatch/Tower Operator to insure that Districts and Towns match the Setup and Switch lists.

Additional Duties:

1. Maintain sign up sheets for both Engineers and Operations job
2. Report needed supplies or faulty equipment at the Business Meeting
3. Monitor the Club Programming Computer and Programming Track
4. Monitor the Club Wheel Cleaning Track
5. Insure that the Computer, Printer, Radios, Clip Boards, Signal Bridges, and Other Supplies are Properly Stowed for Transport