

Railroad Maintenance Mechanic – Job Description

A Railroad Maintenance Mechanic is responsible for assisting in the maintenance and restoration of the Boone & Scenic Valley Railroad's historic railroad equipment, some that is over 100 years old. This position is primarily based out of the restoration shop, but will assist other railroad departments as needed.

DUTIES:

- Performs troubleshooting and repairs on locomotives (steam and diesel), railcars, maintenance equipment, and vehicles.
- Involved in railroad equipment restoration (metalworking, woodworking, painting.)
- Assists staff and volunteers with track work when required.
- Works alongside volunteers on various projects.
- Confirms that passenger trains are prepared for volunteer crews to operate.
- Assists with special events (Santa Express trains, Day Out with Thomas events.)
- Performs other duties assigned by supervisors.
- Maintains all assigned equipment in good repair, ready for use.
- Shows up to work on time, properly attired and prepared to work.
- Enthusiastically aids team members to accomplish department goals.
- Works safely and efficiently and maintains a clean and orderly workplace.
- Complies with instructions from superiors and works independently when required.
- Complies with all policies outlined in the Employee Handbook or supplemental policy or guideline memos from the board of directors.

QUALIFICATIONS:

- Willingness to work at heights on ladders, scaffolds, man lifts or on top of rail mounted equipment.
- Enthusiasm for the Boone & Scenic Valley Railroad and its mission.
- Excellent communication skills.
- Ability to carry out verbal or written instructions.
- Familiarity with basic hand and power tool operation.
- Experience in equipment restoration areas preferred but not required:
 - Welding/metalworking
 - Woodworking
 - Commercial spray painting
- Possession of valid driver's license. Possession of, or ability to obtain, a CDL is preferred.

- Organizational skills and careful attention to detail.
- Availability to work flexible hours. This position may require overtime or working an adjusted schedule (for example a Tuesday through Saturday work week.)
- Positive attitude and personal confidence in management.
- Ability to quickly respond to unplanned events or circumstances.
- Willingness and desire to learn.

WORKING CONDITIONS:

- Full-time, minimum forty (40) hours per week. Shift may have variations due to changing projects, priorities, and other factors.
- Many duties will require occasional outdoor work in all weather conditions during all seasons.
- Extended periods of walking or standing.
- Work requires regular social contact with team members, customers, volunteers, other staff members, and vendors.
- Frequent exposure in a shop setting to soot, dust, oil, paint, noise, and other substances/conditions.
- Frequent work in restricted access spaces.
- Frequent need for wearing and enforcing the use of personal protective equipment.
- Lifting in excess of 50 pounds.

This job will also require becoming trained as a train service crew member. Train crew members are subject to pre-employment and random drug and alcohol testing.

Benefits include paid vacation, paid personal time, paid health insurance and employee discounts. Equal opportunity employer.

The Boone and Scenic Valley Railroad and Museum is a division of the Iowa Railroad Historical Society, a non-profit educational museum located in Boone, Iowa. The mission of the Iowa Railroad Historical Society is a commitment to advancing knowledge and understanding of the history of railroads by providing educational experiences through the acquisition, operation, preservation, and display of artifacts, equipment, literature, and other resources, as well as providing opportunities to engage in various modes of historic rail travel through our operating museum. Each year, an average of 50,000+ visitors from all 50 states and numerous foreign countries ride our trains and visit our James H. Andrew Railroad Museum and History Center.

Job Type: Full-time

Submit resume, application, and references by April 30th, 2021 to:

Travis Stevenson, B&SVRR

PO Box 603

Boone, IA 50036

or email to travis.stevenson@bsvrr.com



Iowa Railroad Historical Society

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Other Skills, Experiences, or Qualifications

Please List any Skills, Qualifications, Certifications, Training, Experiences, etc. that may relate to this position and tell how they may be beneficial: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. Drug and/or alcohol testing may be required.

Signature: _____ Date: _____