



PRAIRIE RAIL SOLUTIONS

Prairie Rail Solutions Ltd.

A division of
The Vintage Locomotive Society Inc.
Operators of the Prairie Dog Central Railway

The PRS General Manager manages all commercial business activities for PRS in keeping with VLS needs, regulatory obligations and sound financial management.

DUTIES AND RESPONSIBILITIES

The PRS General Manager:

- Develops commercial business opportunities consistent with PRS aims and objectives including:
 - Sources out car storage customers and sets up favourable contracts
 - Investigates new business opportunities such as track maintenance, transload and operations training
- Services all PRS customers in meeting their requirements including:
 - Arranges for operating crews to handle the interchange of rail cars and related switching
 - Assists operating crews as necessary
 - Liaises with Class 1 railways in coordinating all train movements
 - Liaises with the PDCR Operations Manager (OM) and the PDCR Marketing Manager (MM) in coordinating freight and passenger train operations
- Follows up on all customer inquiries
- Liaises with the PRS Finance Manager in the:
 - Preparation of all invoices
 - Completion of all payroll obligations
 - Preparation of monthly and quarterly variance reports
 - Preparation of quarterly forecasts
- Liaises with the PRS Board and the Finance Manager in drafting the annual budget and Business Plan.
- Liaises with the PDCR OM in:
 - Overseeing and ensuring high safety standards at all times
 - Ensuring safety and regulatory compliance.
- Liaises with the Training Manager on employee training
- Hires PRS operating personnel
- Maintains an office including arranging for all required supplies and equipment and ensuring good housekeeping standards in the office at all times
- Promotes good employee relations
- Recommends new policies and revisions to the PRS Board
- Sits as an advisory member of the PRS Board
- Performs any other duties that may be assigned