

# Missouri Department of Transportation Job Description

**Job Title:** Railroad Projects Manager

**Title Code:** R05614

**Salary Grade:** 11

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Supervisory

**District/Division:** Central Office – Multimodal Operations

**Effective Date:** 06-01-2025

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The railroad projects manager directs all railroad and crossing-related infrastructure projects for the railroad section, and secures approval of engineering plans and specifications for the department's construction projects that may affect railroad right of way, facilities, or operations. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's degree in engineering from an ABET-accredited college or university curriculum.
- Five years of experience in highway or transportation engineering.

## **Special Working Conditions/Job Characteristics**

- Job requires occasional, statewide, overnight travel
- A postsecondary degree is the best measure to ensure candidates possess required engineering knowledge, including in applied physics and mathematics, drafting, engineering processes and procedures, project management, industry ethical standards, and analyzing and modeling data.

## **Examples of Work**

1. Prioritizes prospective rail crossing project upgrades; works with and responds to inquiries from cities, counties and railroads on rail grade-crossing projects; coordinates diagnostic review inspection; identifies potential closures.
2. Administers the grade crossing construction program; coordinates the planning, construction, agreement-negotiation and inspection process of all rail projects; maintains communication with railroads, divisions and districts regarding rail infrastructure projects.

3. Supervises, directs and coordinates the activities of all rail crossing improvements, coordinates approval of the department's bridge and roadway engineering plans and contract specifications from railroad officials, and negotiates various aspects of plans and designs for all rail projects.
4. Provides information and presentations to city and county officials seeking railroad crossing improvements, participates as needed in field diagnostic reviews, and makes or coordinates recommendations for the installation of appropriate safety measures.
5. Coordinates contract job special provisions for highway projects in which work will be performed on or over railroad right of way and seeks approval of these provisions from railroads.
6. Provides technical engineering support and recommendations to department bridge engineers, roadway designers, and consultants to close crossings, install warning devices at prudent costs, minimize railroad impacts and to improve the process of working with railroads.
7. Negotiates terms and obtains highway easements from railroad companies for department construction projects; provides recommendations to district personnel preparing the railroad easements.
8. Negotiates with railroad engineering personnel to obtain binding agreements with railroads for crossing agreements for the construction and maintenance of highways and structures over railroads.
9. Provides general instruction, assignment and reviewing work of the railroad sections' rail safety specialists, signal inspectors, and one rail safety inspector assigned for general office duties, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks in relation to all rail project issues, and providing input to the direct supervisor on staffing decisions and performance management.
10. Performs supervisory responsibilities in a manner consistent with the department's equal opportunity policies.
11. Performs other responsibilities as required or assigned.