

# Missouri Department of Transportation Job Description

**Job Title:** Rail Safety Specialist

**Title Code:** R01273

**Salary Grade:** 7

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

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

**Effective Date:** 06-01-2023

**Replaces (Effective Date):**

## **General Summary**

The rail safety specialist performs program administration activities related to railroad and/or passenger rail, including light rail and Amtrak. Responsibilities include administration of state and federal funds necessary for program operations, crossing and other rail safety projects, and oversight of improvements and expansion.

Responsibilities are performed under moderate supervision.

## **Minimum/Required Qualifications**

- High School Diploma or GET/HiSET and four years of experience in railroad and transit operations, program administration, funds administration, or related field, OR
- Bachelor's Degree in Business Administration, Civil Engineering, Public Administration, or related field.

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

- Job requires regular, statewide, overnight travel.
- Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.
- Job may require operation of vehicles to plow snow and spread ice control materials.

## **Examples of Work**

1. RAIL FREIGHT SAFETY SPECIALIST DUTIES: Assists with prioritizing prospective rail crossing project upgrades; works with and responds to inquiries from cities, counties, and railroads on rail grade-crossing projects; coordinates diagnostic review inspections; identifies potential closures.
2. Administers the grade crossing construction program; recommends when projects are ready for inspection; maintains communication with railroads, divisions, and districts regarding rail infrastructure projects.
3. Notifies inspectors of projects impacting their area of expertise; updates project tracking and grade-crossing inventory databases; reviews and makes recommendations regarding railroad signal plans, design criteria, and bill payment; prepares and transmits agreements to railroads and public agencies; may testify in hearings in grade-crossing signal cases.
4. Investigates requests for railroad crossing upgrades and prepares report of findings; investigates applications for rail system improvements and modifications such as requests for upgraded railroad crossing warning devices, and prepares report of recommendations.
5. Assists supervisor in the development of the section's annual priority list of crossings, corridor projects, and security plans by identifying rail system security concerns.
6. PASSENGER RAIL SAFETY SPECIALIST DUTIES: Conducts periodic safety and security audits for rail fixed guideway systems (light rail); develops corrective action plans on audit deficiencies as needed; conducts a full plan audit on all components every three years in cooperation with the Federal Transit Administration Audit Team.
7. Conducts periodic safety and security compliance inspections of light rail systems to determine compliance with the System Safety Program Plan and Security Plan, including inspection of employee procedures, facilities, passenger stations, operating and security procedures, and fire and life safety.
8. Conducts annual administrative reviews and makes updates and revisions to the State Safety Oversight Manual, as necessary.
9. Coordinates and participates in annual compliance inspections of light rail systems for highway-rail grade-crossing signals, tracks and structures, and hours of service, as applicable.
10. Conducts investigations of light rail and freight railroad employee safety issues such as walkway safety, rail employee health and facilities, and structural clearances.
11. Conducts quarterly inspections of Amtrak passenger stations; prepares findings report for each city; coordinates station improvement.
12. Conducts quarterly inspections of Amtrak equipment; rides trains to ensure excellent customer service, operating and security procedures.
13. Assists rail operations manager with various projects.

14. BOTH RAIL FREIGHT SAFETY SPECIALIST AND PASSENGER RAIL SAFETY SPECIALIST: Prepares reports and summaries as required; maintains certification in a railroad safety organization by making requires annual safety presentations and makes additional presentations to city and county officials, as necessary.

15. Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**