

Title: Railroad Crossing Coordinator	Effective Date: September 27, 2016	Grade: XV	Job Category: Professional
Prior Title: State Rail Coordinator	Prior Effective Date: October 18, 2010	Grade: XV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for coordinating the development of various state and federal-aid programs, as well as managing the federal-aid railroad safety programs.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Coordinate with various public and Department officials and private entities to carry out various state and federal-aid highway projects involving railroad coordination.
- Monitor Department construction projects.
- Ensure needed railroad documentation and permits are obtained prior to job letting.
- Write Special Provisions and railroad Construction and Maintenance agreements as necessary.
- Manage the federal-aid railroad crossing safety program.
- Initiate and coordinate railroad diagnostic team meetings and projects resulting from such meetings.
- Work with all necessary personnel (Department and others) to initiate railroad crossing safety improvement projects, and provide coordination through the construction phase.
- Supervise the Railroad Coordination Assistant to ensure proper implementation of the railroad crossing safety program.
- Develop the Department's Railroad Crossing Safety Plan.
- Coordinate with the Federal Highway Administration (FHWA) for railroad crossing portions of the Strategic Highway Safety Plan and the annual Highway Safety Improvement Program report.
- Administer the railroad safety portion of the safety management system.
- Coordinate between the public and railroad companies regarding reports of rough and blocked crossings.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field of area of responsibility. Experience in planning and programming. Extensive experience in transportation safety and federal grant programs desired. Knowledge of railroad crossing programs. Demonstrated ability in making public presentations and preparing written reports. Supervisory experience desired.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

