



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

---

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>SAFETY SUPERVISOR, RAILWAY</b>	<b>37</b>	<b>B</b>	<b>11.519</b>

Under direction, the Safety Supervisor, Railway performs safety specialist duties such as railway inspections and investigations and serves as first-line supervisor for subordinate Safety Specialists in Railway-related classes. The incumbent is responsible for oversight of the statewide railway safety program; coordination of railway safety inspection and enforcement activities, geographic locations, inspection focus and guidance on severity of penalties; preparation of inspection activity reports and statistics; program assessment through performance indicators; and relations with the Federal Railroad Administration (FRA). Supervisory duties include interview and selection; duty assignment and training; performance appraisal, work review and discipline.

Program management duties include developing operating procedures; drafting proposed regulations and statutes; determining work program priorities; conducting appeal hearings on challenges to citations and penalties; representing the unit to the regulated community, professional organizations, and the public.

In addition to supervising the activities of subordinate railway Safety Specialists, duties include report preparation; public presentations to promote knowledge of safety issues; reviewing and advising on grade crossing and changes; identifying, or training others to identify safety and health hazards, the Safety Supervisor, Railway supervises duties specific to the different specialties which may include:

Tracks - initial investigations of railway accidents; inspections of gauges, levels, elevations, loose bolts or appliances of track structure; investigations of complaints of possible violations of federal or State regulations regarding railroad activities; and recommendation of reasonable means of abatement.

Hazardous Materials - inspections and investigations; enforcement of State and federal safety regulations related to railroad and rail car equipment, handling of hazardous materials or operational conditions of equipment; reviewing and advising on hazardous material storage and handling; and placarding of railroad cars according to the specific class of material being transported.

Motive Power - inspections of safety appliances associated with locomotives and/or safety appliances which include ladders, handholds and handbrakes; investigations of deviations from standard procedures and maintenance schedules, and other federal standards; review of applications filed in regard to road crossings, bridge clearances, tunnels, walkways and/or new structures for safety and compliance with relevant laws.

Operating Practices – inspections of railroad for compliance; ensuring personnel have the proper training and certification required under FRA to be qualified to operate moving trains and equipment; inspection of records to ensure that train crews have had the proper amount of time both operating the train and resting.

Perform related duties as assigned.

\*\*\*\*\*

**MINIMUM QUALIFICATIONS****SPECIAL REQUIREMENT:**

- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.

**INFORMATIONAL NOTE:**

- \* Incumbents must obtain and maintain Federal Railroad Administration certification in an assigned railway discipline within one year of appointment and as a condition of continuing employment.

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in science, math, engineering, or safety related field and three years of professional railway inspection and safety compliance experience in one of the following areas: Tracks, Motive Power, Hazardous Materials, or Operating Practices; **OR** five years of professional railway inspection and safety experience as described above; **OR** one year of experience as a Safety Specialist, Railway, in Nevada State service which included the successful completion of the Federal Railroad Administration (FRA) training program and subsequent certification. (*See Special Requirement and Informational Note*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** State and federal laws, rules, regulations, and practices relevant to railway safety; rail transportation functions; duties of railroad employees, maintenance methods, equipment, inspection techniques and general railroad nomenclature; investigative techniques and report writing. **Working knowledge of:** organization of railroad, shipping, and manufacturing companies; proper remedial actions required to bring railroad, shipper, and/or manufacturing facilities into compliance with federal regulations; proper remedial actions required when a transportation accident or incident occurs; standard industry rules for personal safety; railroad rules, practices, record systems, and terminology common to operating and maintenance functions; scope and major requirements of federal railroad safety laws and regulations; physical and chemical properties and chemical hazards associated with hazardous materials that are transported by railroad. **General knowledge of:** construction, testing, inspection, and repair of railroad freight and passenger cars, locomotives, and air brakes. **Ability to:** encourage voluntary compliance with relevant State and federal requirements; respond to emergency incidents as required; determine when and how to conduct surveillance operations to gain information related to industry compliance; read and comprehend written materials such as training and enforcement manuals, regulations, operating and safety rules of the railroad, and similar materials; associate relevant statutes or regulations with observed violation; compose narrative reports of investigative findings that are clear, complete, and grammatically correct; communicate and interpret statutes, rules and regulations to the regulated industry and the public; interact in a professional manner with railroad companies, coworkers, and the general public; maintain equanimity in the face of resistance or hostility; investigate and resolve complaints.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** principles and practices of training and supervision; development and implementation of program policies and procedures; federal and State laws and regulations governing railway systems; agency policies and organizational processes. **Ability to:** accurately evaluate program effectiveness and accountability and recommend improvements; identify training and education needs and available resources that are applicable and effective; prepare and manage budgets.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.519

ESTABLISHED: 12/10/10PC