



**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 SPECIALIST, RAILWAY – HAZARDOUS MATERIALS</b>	<b>35</b>	<b>B</b>	<b>11.542</b>

Safety Specialists promote recognized safety practices among businesses covered by State and federal safety and health laws and regulations. Incumbents identify or train others to identify safety and health hazards and violations, and recommend reasonable and feasible means of abatement; research specific technology and industry applications using technical references, codes and standards; prepare written reports; make public presentations to promote knowledge of safety issues among the public and industry groups; and maintain current knowledge of new technologies, standards, codes, rules and regulations.

Conduct inspections and investigations, and enforce State and federal safety regulations related to railroad and rail car equipment, handling of hazardous materials or operational conditions of equipment; review and advise on changes in grade crossings, and hazardous material storage, handling and transportation.

Make regular inspections of railway structures, equipment, facilities, and/or containers as assigned and review related procedures and documentation; investigate complaints regarding possible violations of federal or State regulations regarding railroad activities; interview persons with information about alleged violations; audit railroad company records and conduct surveillance operations to observe compliance with regulations; issue notices of defect, violation, or emergency orders depending on severity of violation and safety implications; prepare reports on inspections and investigations; and refer serious violations to the Federal Railroad Administration.

Review applications filed in regard to road crossings, bridge clearances, tunnels, walkways and/or new structures for safety and compliance with relevant laws; investigate facts surrounding the applications; coordinate with other agencies that share jurisdiction or interest in the application; provide testimony before governing body and in court to support the State’s case as requested.

Conduct initial investigations of railway accidents and prepare reports encompassing facts pertaining to the case; ensure public safety at the accident scene until relieved by appropriate emergency response personnel.

Participate in public relations activities to educate the public regarding safety practices in relation to railroad operations.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Some positions require a valid driver’s license at the time of appointment and as a condition of continuing employment.
- \* Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment must submit to a pre-employment screening for controlled substances.

**MINIMUM QUALIFICATIONS** (cont'd)**INFORMATIONAL NOTE:**

- \* Incumbents must obtain and maintain Federal Railroad Administration certification as a Hazardous Materials Inspector within one year of appointment and as a condition of continuing employment.

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and four years of experience in performing functions related to compliance with federal hazardous materials regulations; **OR** valid certification by the Federal Railroad Administration in Hazardous Materials. (*See Special Requirements and Informational Note*)

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

**Detailed knowledge of:** transportation and operating procedures employed in the railroad, shipping, or manufacturing industries associated with the transportation of hazardous materials. **Working knowledge of:** 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; proper remedial actions required to bring railroad, shipper, and/or manufacturing facilities into compliance with the federal regulations; proper remedial actions required when a hazardous materials transportation accident or incident occurs. **General knowledge of:** rail transportation functions; organization of railroad companies; hazardous materials manufacturing and shipping companies; standard industry rules for personal safety. **Ability to:** 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; record data accurately; communicate orally; communicate and interpret statutes, rules and regulations to the regulated industry and the public; interact in a professional manner with railroad companies, co-workers, and the general public; maintain equanimity in the face of resistance or hostility; investigate and resolve complaints; understand and detect deviations from the Department of Transportation's Hazardous Materials Regulations including federal requirements and industry standards for the manufacturing of bulk packaging used in the transportation of hazardous materials by railroad; conduct independent inspections to determine compliance with all pertinent sections of the federal hazardous materials regulations, make reports of those inspections and findings, and recommend the institution of enforcement actions when appropriate to promote compliance.

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

**Working knowledge of:** State and federal laws, rules, regulations, and practices relevant to assigned duties; investigative techniques and report writing. **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.

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 series.

11.542

ESTABLISHED: 05/21/10PC