



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>
SAFETY SPECIALIST, RAILWAY – OPERATING PRACTICES	35	B	11.543

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 initial investigation of reported incidents to obtain adequate information to formulate a recommendation to the supervisor and assigned Federal Railroad Administration (FRA) incident investigation team leader; investigate alleged violations of the federal regulations in areas other than Operating Practices and report any violations observed to the appropriate state inspector or to the appropriate FRA specialist; participate in other investigations as directed; prepare written reports of investigations.

Conduct independent inspections for compliance with State laws and regulations related to railroad operating rules, blue flag protection, control of alcohol and drug use, radio procedures, rear end marking device regulation, railroad accidents/incidents reports, classification and investigations, and hours of service; make reports on inspections and recommend the institution of enforcement actions when appropriate to promote compliance; audit and review records maintained by the railroads to ensure compliance with recordkeeping requirements of the federal code; implement regulations.

Inspect 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 refer serious violations to the FRA.

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.

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.

INFORMATIONAL NOTE:

- * Incumbents must obtain and maintain Federal Railroad Administration certification as an Operating Practices 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 developing or administering railroad operating rules; **OR** valid certification by the Federal Railroad Administration in Operating Practices. (*See Special Requirements and Informational Note*)

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

Detailed knowledge of: railroad operating rules and practices, duties of railroad employees, and general railroad nomenclature. **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; requirements of the federal operating practices regulations including the remedial action required to bring railroad operations into compliance with regulations; operating practices and rules sufficient to understand the safety significance of deviations from established standards. **General knowledge of:** rail transportation functions; organization of railroad 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, coworkers, and the general public; maintain equanimity in the face of resistance or hostility; investigate and resolve complaints; conduct independent inspections and make report; recommend the institution of enforcement actions; understand and detect deviations from railroad operating rules accepted in the industry.

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.

11.543

ESTABLISHED: 05/21/10PC