



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 SUPERVISOR, RAILWAY	37	B	11.519
SAFETY SPECIALIST, RAILWAY	35	B	11.515
SAFETY REPRESENTATIVE, RAILWAY	33	B	11.513

SERIES CONCEPT

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 and regulations. Incumbents conduct investigations of reported incidents to obtain adequate information to formulate a recommendation to the Director of Regulatory Operations and assigned Federal Railroad Administration (FRA) incident investigations team leader; investigate alleged violations of the federal regulations and report any violations observed to the appropriate State inspector or the appropriate FRA specialist; and review and advise on changes in grade crossings. Incumbents perform duties in one of the following railway disciplines:

Hazardous Materials: Conduct independent inspections for compliance with State and federal laws and regulations related to: railroad and rail car equipment; handling of hazardous materials or operational conditions of equipment; and hazardous material storage, handling and transportation.

Motive Power and Equipment: Conduct independent inspections for compliance with State and federal laws and regulations related to railroad motive power and equipment, or the operational conditions of equipment.

Operating Practices: Conduct independent inspections for compliance with State laws and federal 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; and implement regulations.

Track: Conduct independent inspections for compliance with State laws and federal laws and regulations related to railroad and railway track structures, bridge worker safety, operational conditions of track maintenance equipment; and review and advise on applications from railroads regarding track abandonment.

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 or violation 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

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SERIES CONCEPT (cont'd)

court to support the State's case as requested.

Conduct initial investigations of railway accidents, as requested, 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.

CLASS CONCEPTS

Supervisor, Railway: Under general direction, incumbents are responsible for oversight of the statewide railway safety program which includes: coordination of railway safety employees in 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 FRA. Program management duties include, but are not limited to: 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.

This position serves as a first-line supervisor to Safety Specialists to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline.

Safety Specialist, Railway: Under general supervision, incumbents perform the full range of duties outlined in the series concept for one of the following railway disciplines: Hazardous Materials, Motive Power and Equipment, Operating Practices or Track. Incumbents may be required to give public presentations to promote knowledge of safety issues; and identify, or train others to identify, safety and health hazards. This is the journey level in the series.

Safety Representative, Railway: Under general supervision, incumbents receive training in performing the duties of the assigned railway discipline as described in the series concept. Progression to the journey level may occur upon meeting the minimum qualifications, satisfactory performance and the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, some positions in this class have been identified as affecting public safety. Persons offered employment in those positions must submit to a pre-employment screening for controlled substances.
- * Positions allocated to the Safety Specialist, Railway - Hazardous Materials discipline require experience in performing functions related to compliance with federal hazardous materials regulations. This specialty area will be identified at the time of recruitment.

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MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

- * Positions allocated to the Safety Specialist, Railway - Motive Power and Equipment discipline require experience in construction or maintenance of railroad rolling equipment. This specialty area will be identified at the time of recruitment.
- * Positions allocated to the Safety Specialist, Railway - Operating Practices discipline require experience in developing or administering railroad operating rules. This specialty area will be identified at the time of recruitment.
- * Positions allocated to the Safety Specialist, Railway - Track discipline require experience in railroad track construction or maintenance. This specialty area will be identified at the time of recruitment.

INFORMATIONAL NOTE:

- * Incumbents must obtain and maintain Federal Railroad Administration certification in an assigned railway discipline (Hazardous Materials, Motive Power and Equipment, Operating Practices or Track Safety) within one year of appointment and as a condition of continuing employment. The specific discipline area will be identified at the time of recruitment.

SAFETY SUPERVISOR, RAILWAY:

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: Track, Motive Power and Equipment, Hazardous Materials, or Operating Practices; **OR** graduation from high school or equivalent education and 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; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements 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; *and all knowledge, skills and abilities required at the lower level.*

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

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY SUPERVISOR, RAILWAY (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): (cont'd) 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.

SAFETY SPECIALIST, RAILWAY:

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of professional experience in the assigned railway discipline, which will be identified at the time of recruitment; **OR** valid certification by the Federal Railroad Administration in an assigned railway discipline, which will be identified at the time of recruitment; **OR** one year of experience as a Safety Representative, Railway in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Note*)

ALL SPECIALTY AREAS

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

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; rail transportation functions; organization of railroad, shipping and manufacturing companies; standard industry rules for personal safety. **Ability to:** associate relevant statutes or regulations with observed violations; perform independent investigations and inspections; compose narrative reports of investigative findings that are clear, complete and grammatically correct; investigate and resolve complaints; *and all knowledge, skills and abilities required at the lower level.*

HAZARDOUS MATERIALS

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:** 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. **Ability to:** 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.

MOTIVE POWER AND EQUIPMENT

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

Detailed knowledge of: construction, testing, inspection and repair of railroad freight and passenger cars, locomotives and air brakes. **Working knowledge of:** State and federal laws associated with railroad motive power and equipment safety; procedures associated with the operation of freight and passenger cars, locomotives and air brakes sufficient to understand the safety significance of deviations related to requirements that cover mechanical and safety appliances and combinations of those deviations; remedial action needed to bring defective freight and passenger cars, locomotives and air brakes into compliance with applicable standards. **Ability to:** independently conduct inspections of railroad motive power and equipment in order to determine compliance with relevant State and federal laws; understand and detect deviations from

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY SPECIALIST, RAILWAY (cont'd)

MOTIVE POWER AND EQUIPMENT (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 railroad equipment maintenance standards accepted in the industry and required by regulations; use relevant tools to physically inspect railroad motive power and equipment maintenance and operation.

OPERATING PRACTICES

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 terminology. **Working knowledge of:** 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. **Ability to:** conduct independent inspections and make report; recommend the institution of enforcement actions; understand and detect deviations from railroad operating rules accepted in the industry.

TRACK

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: track terminology, inspection techniques, maintenance methods and equipment. **Working knowledge of:** State and federal laws and regulations associated with railroad track safety; operating practices and vehicle/track interaction sufficient to understand the safety significance of deviations related to requirements for mechanical and safety appliances such as ladder and hand brakes and combinations of those deviations; remedial action required to bring defective track into compliance with relevant standards. **Ability to:** read and understand engineering plans related to grade crossings; independently conduct inspections of railroad track structures in order to determine compliance with relevant State and federal laws; physically observe and inspect railroad track maintenance practices and bridge worker safety to evaluate compliance with applicable standards; use railroad track test equipment and associated tools.

ALL SPECIALTY AREAS

FULL KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for the Safety Supervisor, Railway).

SAFETY REPRESENTATIVE, RAILWAY:

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in the following: railroad track construction or maintenance, construction or maintenance of railroad rolling equipment, performing functions related to compliance with federal hazardous materials regulations, or developing and administering railroad operating rules; **OR** valid certification by the Federal Railroad Administration, which will be identified at the time of recruitment; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General 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; rail transportation functions; organization of railroad, shipping and manufacturing companies; standard industry rules for personal safety. **Ability to:** read, comprehend and interpret written materials such as training and enforcement manuals, regulations, operating and safety rules of the railroad, and similar materials; compose narrative reports that are clear, complete and grammatically correct; record data accurately; communicate effectively both verbally and in writing; communicate and interpret statutes, rules and regulations to the

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY REPRESENTATIVE, RAILWAY (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 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.

FULL KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for the Safety Specialist, Railway).

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.

	<u>11.519</u>	<u>11.515</u>	<u>11.513</u>
ESTABLISHED:	12/10/10PC	5/10/17UC	5/10/17UC
REVISED:	5/10/17UC		