

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

RAILROAD SAFETY INSPECTOR SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise Railroad Safety Inspectors to ensure conformance with established guidelines, methods, techniques, and policies. The work, under general supervision, requires knowledge of railroad safety standards, supervisory techniques, personnel policies, and procedures.

There is one classification in this job.

Position Code Title - Railroad Safety Inspector Spv

Railroad Safety Inspector Supervisor 13

The employee functions as a first-line supervisor directing subordinates in railroad safety activities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Oversees field inspections of existing and proposed highway railroad grade crossings, structures, yard facilities, etc., to ensure accurate and consistent work products.

Makes verbal and written recommendations for correction of hazardous conditions.

Explains, both verbally and in writing, the state railroad codes, federally preempted safety areas, laws, rules and regulations to railroad officials, union representatives, engineering consultants, property owners, municipality representatives, and the public.

Testifies at hearings and in court on cases related to violations of codes, laws, or regulations.

Assists in the development of railroad grade crossing safety programs on an area and corridor basis.

Acts as a field liaison between railroad companies, governmental agencies, and the department.

Reviews, approves, and/or modifies written field staff reports.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive knowledge of occupational hazards and safety precautions applicable to the railroad industry.

Thorough knowledge of safety strategies for railroad-highway grade crossings.

Thorough knowledge of management, supervisory, and training techniques and principles.

Thorough knowledge of employee policies and procedures.

Knowledge of the state railway safety laws and related regulations, including federal preemptions.

Knowledge of the standard practices, principles, processes, tools, equipment, and materials related to the railroad industry.

Knowledge of inspection techniques and practices.

Knowledge of basic investigative techniques and practices.

Knowledge of equal employment practices.

Ability to interpret and apply codes, laws, rules, and regulations relative to the work.

Ability to read and interpret construction plans and specifications.

Ability to identify and solve administrative problems.

Ability to instruct, supervise, and evaluate employees.

Ability to observe critically, obtain accurate data, and prepare reports.

Ability to communicate effectively, both orally and in writing.

Ability to meet and deal effectively with others.

Working Conditions

Some jobs require travel.

Some jobs require an employee to work outdoors as well as in an office.

Physical Requirements

The job duties may require an employee to lift and/or move heavy objects.

The job duties may require an employee to traverse rough terrain.

Education

Education typically acquired through completion of high school.

Experience

Railroad Safety Inspector Supervisor 13

Two years of experience equivalent to a Railroad Inspector E11.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

RAILINSPV

Job Code Description

RAILROAD SAFETY INSPECTOR SUPERVISOR

Position Title

Railroad Safety Inspector Spv

Position Code

RRSASPV1

Pay Schedule

NERE-059

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07/19/2015