

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

RAILROAD SAFETY INSPECTOR

JOB DESCRIPTION

Employees in this job conduct compliance inspections of railroad systems to assure the safety and proper maintenance of railroad tracks, railroad rights-of-way, and railroad maintenance and inspection records.

There are two classifications in this job.

Position Code Title – Railroad Safety Inspector-E

Entry: Railroad Safety Inspector 10

This is the intermediate level. The employee works in a learning capacity as a beginning Railroad Safety Inspector receiving on-the-job training and close supervision.

Experienced: Railroad Safety Inspector E11

This is the experienced level. The employee performs a full range of railroad safety inspector assignments. Considerable independent judgement is required to make decisions based on established laws, regulations and procedures.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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.

Inspects, through visual observation, rail-highway grade crossings, rights-of-way fencing, railroad-farm crossings, railroad buildings, and other conditions related to railroad safety to determine compliance with established state and federal railroad laws.

Conducts meetings, acts as mediator between parties, including representatives of railroads, union representatives, municipalities, the public and state officials.

Investigates complaints regarding alleged unsafe railroad practices or conditions.

Makes verbal and written recommendations for correction of hazardous conditions.

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Reviews proposed plans and locations for railroad/highway crossings, structures, yard facilities, etc., to determine if they are safe, practicable, and necessary.

Explains, both verbally and in writing, the state and federal railroad codes, laws, rules and regulations to railroad officials, union representatives, industry representatives, property owners, county and municipal representatives and the general public.

Testifies at hearings and in court in cases related to the railroad industry.

Prepares and/or maintains reports, files and written correspondence related to the work.

Inspects, through visual observation and the use of measuring tools and gauges, trackage, rights-of-way, railroad and maintenance inspection records to determine compliance with established state and federal railroad laws.

Conducts technical meetings to educate railroad personnel in the understanding and application of the Federal Railroad Administration Track Safety Standards.

Investigates complaints regarding railroad trackage and other safety practices.

Conducts field investigations of railroad accidents.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level and considerable knowledge is required at the experienced level.

Knowledge of rail transportation functions, the organization of railroad companies, and standard railroad rules for personal safety.

Knowledge of railroad rules, practices, record systems, tools, equipment, and terminology common to operating and maintenance functions.

Knowledge of the scope and major requirements of the federal railroad safety laws and regulations; e.g., Track Safety Standards.

Knowledge of track nomenclature, track inspection techniques, track maintenance methods, and track equipment.

Knowledge of how to detect deviations from track maintenance standards accepted in the railroad industry and the Track Safety Standards.

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Knowledge of operating practices and track/train dynamics sufficient to understand the safety significance of deviations and combinations of deviations.

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

Knowledge of inspection techniques and procedures.

Knowledge of investigative techniques and methods.

Ability to conduct inspections of track structures for the purpose of determining compliance with the Track Safety Standards, to make reports of those inspections, and to recommend the institution of enforcement actions, when appropriate, to promote compliance.

Ability to interpret and apply standards, laws, rules and regulations.

Ability to communicate effectively.

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

Ability to follow verbal and written instructions.

Ability to read and interpret construction plans and specifications.

Ability to recommend the remedial action required to bring defective track into compliance with the appropriate standards.

Ability to compose narrative reports of investigative findings that are factual, clear, complete, and grammatically acceptable.

Ability to record data on standard report forms with a high degree of accuracy and completeness.

Working Conditions

Work is normally performed outdoors in all types of weather conditions as well as in an office.

Considerable travel by automobile may be required.

Physical Requirements

The job duties require an employee to stand and walk for extended periods.

The job duties require an employee to traverse rough terrain.

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Education

Educational level typically acquired through completion of high school.

Experience

Railroad Safety Inspector 10

Four years of railroad experience in such areas as operations, signals and communications, maintenance-of-way, mechanical, or track construction and maintenance.

Railroad Safety Inspector E11

One year of experience equivalent to a Railroad Safety Inspector 10.

Alternate Education and Experience

Railroad Safety Inspector E11

Possession of a bachelor's degree in engineering or a railroad technical specialization may be substituted for the experience requirement.

Special Requirements, Licenses, and Certifications

Possession of a valid Michigan driver's license.

Railroad Safety Inspector E11

Some positions may require that individuals pass the Federal Railroad Administration Certification Examination.

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

RAISFYISP

Job Code Description

Railroad Safety Inspector

Position Title

Railroad Safety Inspector-E

Position Code

RSFYISPE

Pay Schedule

A02-019