

Title: Railroad Crossing Coordinator	Effective Date: June 19, 2021	Grade: 16	Job Category: Professional
Prior Title: Railroad Crossing Coordinator	Prior Effective Date: September 27, 2016	Grade: 15	Page: 1 of 2

CHARACTERISTICS OF WORK

This position is responsible for implementing the Railway-Highways Crossings (Section 130) Program, coordinating railroad-related as aspects of roadway construction projects, and supervising the work performed by the Assistant Railroad Crossing Coordinator.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Coordinate with Department staff, elected officials, railroad personnel, and others to implement roadway safety and construction projects at railroad crossings.
- Coordinate railroad crossing diagnostic meetings and site visits.
- Coordinate scope development and cost sharing arrangements for railroad crossing safety projects
- Monitor the progress of Section 130 and other federal-aid projects to ensure timely project execution.
- Develop and implement obligation plans to prevent federal-aid funding lapses.
- Monitor and coordinate railroad-related aspects of Department construction projects.
- Prepare Special Provisions and various railroad agreements as needed.
- Coordinate railroad approvals consistent with established project schedules.
- Supervise the work of the Assistant Railroad Crossing Coordinator.
- Coordinate the implementation of the Department’s Highway-Rail Grade Crossing Action Plan and State Rail Plan.
- Prepare railroad crossing portions of the Strategic Highway Safety Plan and the annual Highway Safety Improvement Program report.
- Compile and submit updates to the Federal Railroad Administration’s grade crossing inventory.
- Coordinate between the public and railroad companies regarding reports of rough and blocked crossings.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in related field or area of responsibility. Experience in project planning and administration. Experience in transportation safety and federal-aid programs. Supervisory or leadership experience desired.

Knowledge, skills and abilities:

Knowledge of railroad crossing safety programs. Ability to read and interpret federal regulations. Ability to multi-task, organize, and prioritize. Ability to write and compile agreements and various technical documents. Ability to work with the public and elected officials. Effective oral and written communication skills. Proficiency with Microsoft Office software.

Working conditions:

Office environment and occasional statewide travel.

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Licenses, registrations and certifications:

Valid driver's license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)