



## DOT-RAILS INSPECTOR I

### **CHARACTERISTICS OF WORK:**

This is work involving the enforcement of laws and regulations governing the operation of railroads and railroad companies. Employees in positions allocated to this job class are responsible for inspecting all equipment, right of way, roadbeds and tracks to ensure compliance with state law and the safety rules and regulations of the Department of Transportation; investigating complaints of safety violations and charges of unlawful preference, concession, rebates, and discrimination in tariff rates; and investigating derailments and accidents at railroad crossings to determine cause, and recommending any necessary remedial action to prevent future accidents. Incumbents may issue warnings, make arrests, testify in court and take any other actions necessary to ensure compliance with the Motor Carrier Act of 1938 and the rules and regulations of the Transportation Commission. Work is performed under general supervision of an administrative superior within the Office of Intermodal Planning.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

Graduation from a standard four-year high school or equivalent (GED);

**AND**

#### **Experience:**

Two (2) years of experience in railroad work, safety inspection, or law enforcement.

### **PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Color Vision:** Ability to identify colors.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to climb or balance and stoop, kneel, crouch, or bend.

### **COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

### **PUBLIC SECTOR COMPETENCIES:**

**Integrity:** Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

**Accountability:** Accepts responsibility for actions and results.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

**TECHNICAL COMPETENCIES:**

**Inspection:** Observes and examines railroad crossings to ensure compliance with State law and the rules and regulations of the Department of Transportation.

Inspects tracks for visible signs of damage, wearing, or defects. Inspects railroad safety construction projects to ensure projects conform to plans and specifications. Inspects rail crossings.

**Enforcement:** Maintains knowledge of and enforces laws and regulations pertaining to the operation of railroads and rail companies.

Issues warnings, citations, makes arrests, and takes whatever action necessary to enforce state law and the rules and regulations of the Transportation Commission. Ensures compliance with project plans and specifications. Investigates railroad complaints and takes necessary action to enforce rules and regulations.

**Information Management:** Identifies a need for and knows where or how to gather information.

Interviews person making complaints to ascertain facts. Gathers evidence and ascertains facts pertinent to the various investigations. Maintains security of confidential information.

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Develops plans, specifications, and other contract documents for the construction of railroads, signals, and crossing surfaces.
2. Inspects and prepares reports of the construction and maintenance of tracks, signals, and crossing surfaces.
3. Participates in Mississippi Operation Lifesaver Program.
4. Performs public relation functions for the Department of Transportation.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Confers and cooperates with other divisions, railroad companies, Districts, FRA, FHWA, and other governmental agencies.

Schedules and coordinates field surveys.

Makes recommendations relative to design and construction requirements.

Submits written reports on inspections.

Reviews proposed final plans with State Rail Engineer.

Inspects railroad tracks and rail beds to determine condition and compliance with safety regulations.

Inspects railroad repairs to ensure work is done in accordance with applicable regulations and contracts.

Investigates reported violations of railroad laws and safety rules and regulations promulgated by the Transportation Commission.

Surveys railroad crossings to ensure proper use and working condition of warning devices such as signs, signal lights, and traffic barriers.

Investigates train derailments and accidents involving injuries or damage to personal property.

Prepares talks, flipcharts, slides, and videos for presentation.

Makes presentations at schools, churches, malls, fairs, and public functions.

Coordinates, cooperates, and confers with cities, counties, and public officials.

Reviews rail functions with officials concerning needs, complaints, service and problems.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.